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ABSTRACT

Intended for use by volunteer library workers and others with no professional library training, this manual presents guidelines for operating a small church or synagogue lending library and presents detailed instructions for processing and cataloging synagogue library material. It is noted that the manual was created when the library at Temple Israel in Binghamton, New York, was converted to a lending library for the congregation. Checklists are provided covering proper uses of the library; recommended opening hours; the duties of the library attendant; and circulation, overdue, and donation policies. Extensive instructions are then presented for processing and cataloging fiction, nonfiction, biographies, and reference material by using a simplified Dewey Decimal classification number taken from the Library of Congress cataloging in publication information, or by using other specified simple classification methods. Sample book pockets, book cards, book plates, spine labels, shelf list cards, author cards, title cards, and subject cards are provided. (Author/ESR)

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Temple Israel Library Manual

by Ann Cohen

IR050489

"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

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TEMPLE ISRAEL LIBRARY MANUAL

a handbook on processing procedures for the non-professional

by Ann E. Cohen

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USES OF THE LIBRARY

The Temple Israel Library is a private library. It was established by members of the congregation and is to be used primarily by the Temple Israel congregation.

The room was designed to be used in the following ways:

1) as a library.

2) as a small conference room -- limited to the number of swivel chairs in the room.

3) as a family reception room for funerals and weddings; for picture-taking, etc.

4) It is not to be used regularly as a classroom, meeting room for large groups, playroom, or babysitting area.

5) All furniture and equipment is to be treated with respect.

6) All furnishings were donated and are to remain in the library.

RECOMMENDED HOURS OPEN

1) Sunday mornings and:

2) Two additional weekday afternoons (minimum).

3) Four additional weekday afternoons (maximum). (Primarily during Religious and Hebrew School hours.)

DUTIES OF THE LIBRARY ATTENDANT

1) Maintenance of books and stacks.

2) All circulation and overdue duties: checking out and checking in material, collecting fines, calling overdues, sending and collecting bills, renewals, etc.

3) Repairing and cleaning any damaged or soiled books.

4) Shelving all books and materials.

5) Filing new catalog cards (after completing them).

6) Processing all new material. When necessary, doing full cataloging; for processed material, finish the catalog cards, pull order cards from file, stamp book with identification stamps, paste in book donor plate, shelve.

7) Typing up new book purchase orders upon request. (The Temple office staff is not responsible for this.)

8) Sending out acknowledgements for donations.

9) Pasting in and completing book donor plates when appropriate.

10) Arranging displays.

11) Any other relevant clerical duties.

CIRCULATION AND OVERDUE POLICY RECOMMENDATIONS

1) Only Temple Israel members are allowed to take out material. All others must use the material in the library.

2) No item designated as REFERENCE is to leave the room except for occasional use as display(s) in the Temple lobby.

3) Temple Israel membership list must be in the library and checked before materials are circulated.

4) Circulating materials may be loaned for 4 weeks.

5) Materials may be renewed once, in person only, for an additional 4 weeks. No telephone renewals.

6) People must sign their names and telephone numbers on the book cards before the material leaves the room. The book card and book pocket are stamped with the date due. The book card is kept on file in the library until the book is returned.

7) No reserves. Policy: first come, first served basis.

8) Overdue charges: 10¢ per item per day, up to $5.00.

9) Lost charges: current price of book as listed in Books in Print; $10.00 minimum per out of print book.

10) All money collected from overdues and lost fees should be deposited in the library fund to insure that the money is used for library purchases.

DONATIONS

1) The library must be selective in accepting donations.

2) Only books and materials in good condition and relevant to the collection should be accepted into the collection. Irrelevant material may be returned to the donor or donated to the Temple's other organizations.

3) When anyone wishes to make a donation of new material, the following options are available:

   1) Tell the person(s) in charge of purchasing which title(s) they would like to donate. Title(s), if available, will be ordered through the book jobber (Baker & Taylor Co.) so that the title(s) will come into Temple already processed and ready for the shelf. Donor will pay for the book(s) before they are ordered.

   2) A list of desired titles for the collection can be made up by the person(s) in charge of purchasing. The donor may choose titles from that list, pay for them, and then have them ordered from the jobber.

   3) If the donor does not know (or care) what book is ordered, but is more concerned with cost and/or subject area, the next book received in the designated subject area or price range will be the one donated, provided it is paid for by the donor in advance.

   4) As a last resort, if all options are unacceptable, the donor may purchase book(s) in the normal fashion, and the person working in the library will be required to fully process each item. This means assigning the catalog number, making the spine label, book card, book pocket, shelflist card, minimum of three catalog cards (author, title, subject) as outlined in this procedure manual.

PROCESSING MATERIALS

BOOK POCKET

DATE DUE			

TEMPLE ISRAEL LIBRARY
DEERFIELD PLACE
BINGHAMTON, NEW YORK 13903

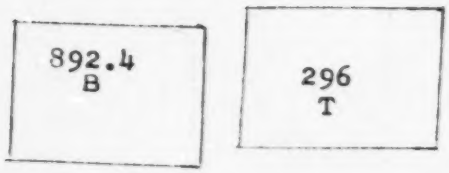
BOOK CARD

DATE	ISSUED TO
GAYLORD 40	

REFERENCE BOOK PLATE

REFERENCE

R221 B v.2 c.1



SPINE LABELS

SHELF LIST CARD

CATALOG CARD

CATALOGING

Before putting a book on the library shelf it must be cataloged and processed. Each book will have a minimum of three catalog cards, plus a book pocket, book card, and spine label.

FICTION (Novels and short stories)

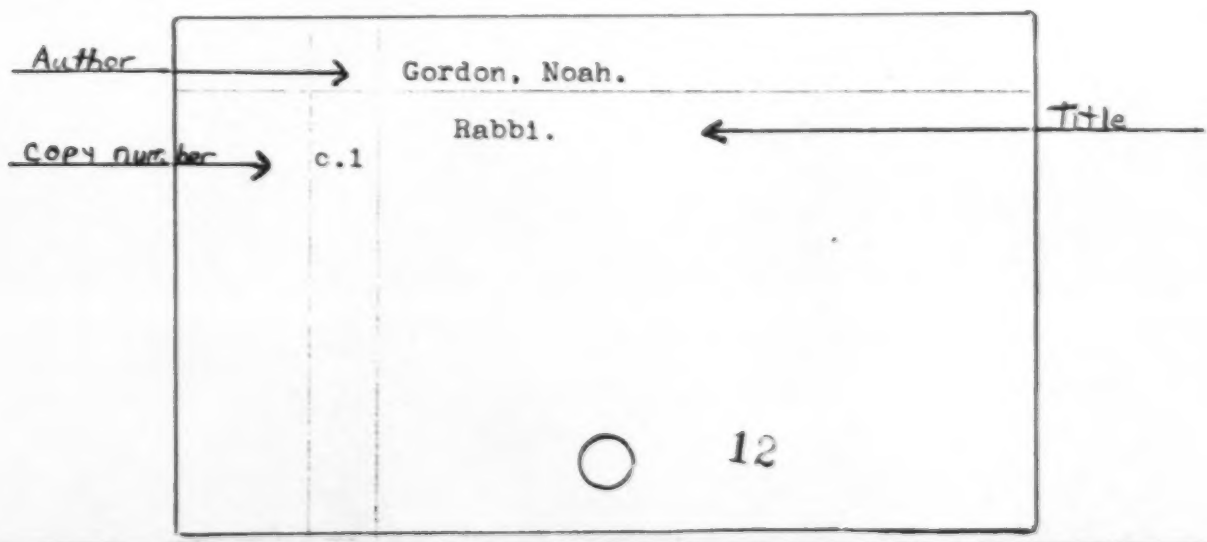
Each fiction title must contain:

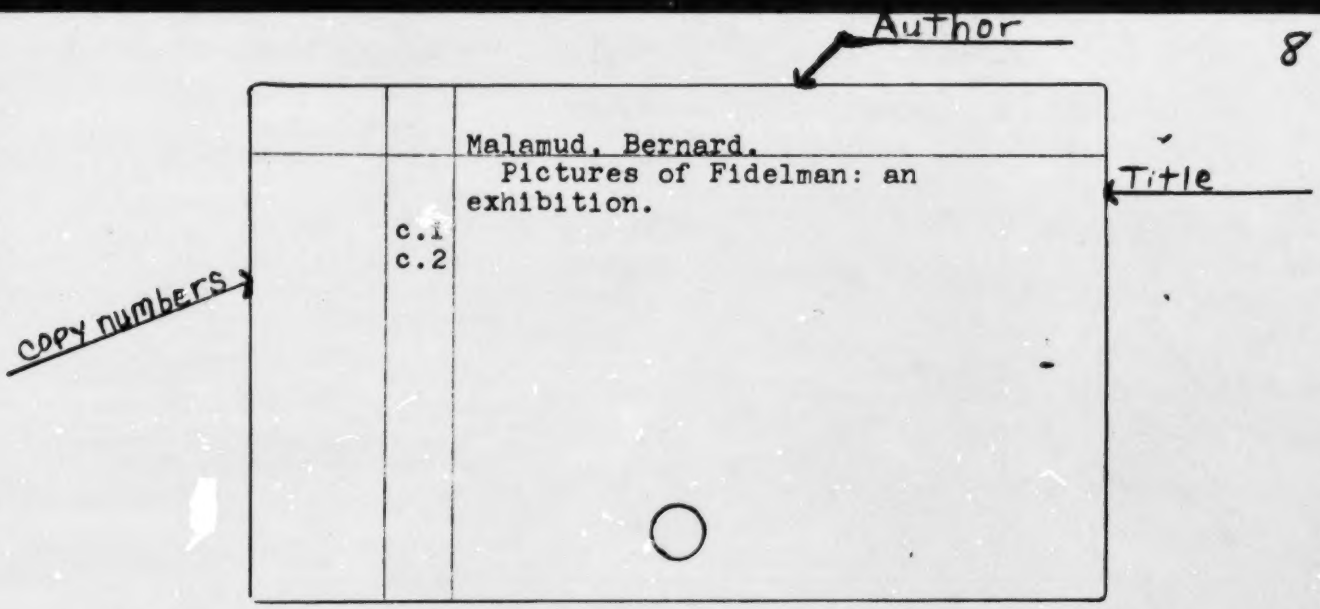
1) shelflist card
2) author card
3) title card
4) book card
5) book pocket

No spine label is required for fiction. No catalog or call number is assigned to fiction. Under the Dewey Decimal cataloging system, all fiction is arranged on the shelf alphabetically by the author's last name. If there is more than one title by the same author, those books would then be arranged alphabetically by title before going on to the next set of books by another author. When two authors have the same last names, then the arrangement is alphabetically by the last name and the first name. (Example: Jill Uris would come before Leon Uris.)

1) SHELFLIST CARD

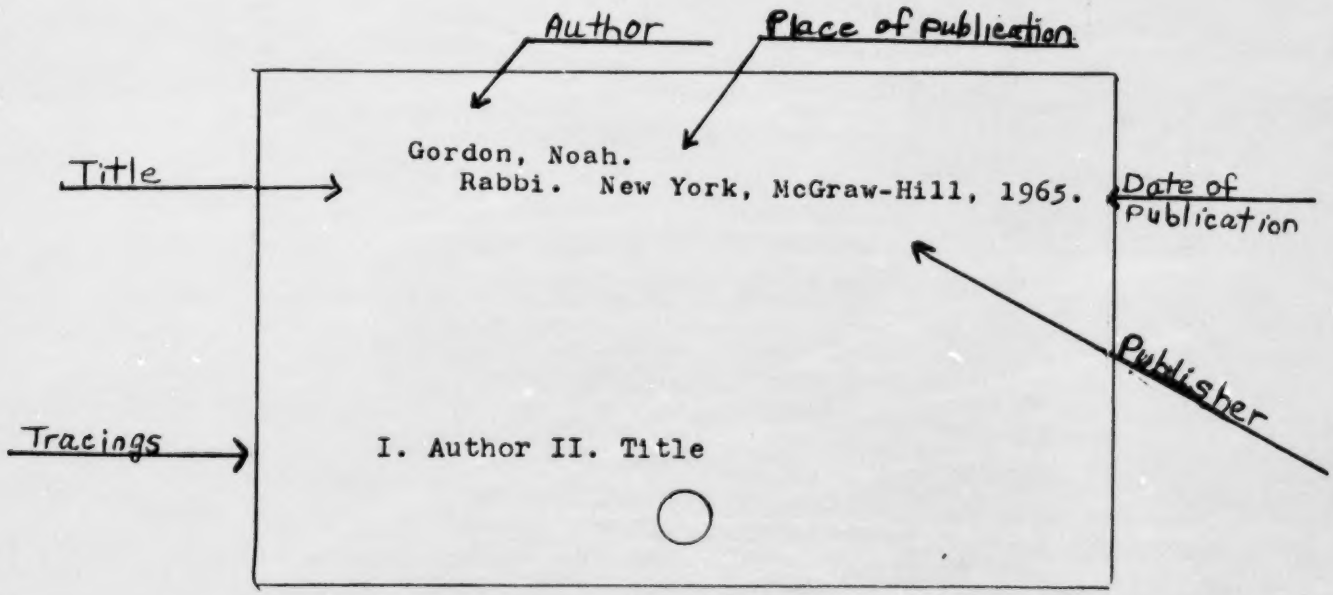
The shelflist card is kept in a separate file from the card catalog. It is the only card that will tell you how many copies of each book the library owns. This card contains the author's name (last name first), title, and number of copies owned. See examples for proper order of information.. When there is more than one author, the primary author is listed first, then the others. When there is an editor or compiler instead of an author, that name is listed as the author, followed by a comma and ed. or comp. (Example: Uris, Leon, ed. or Uris, Leon, comp.)





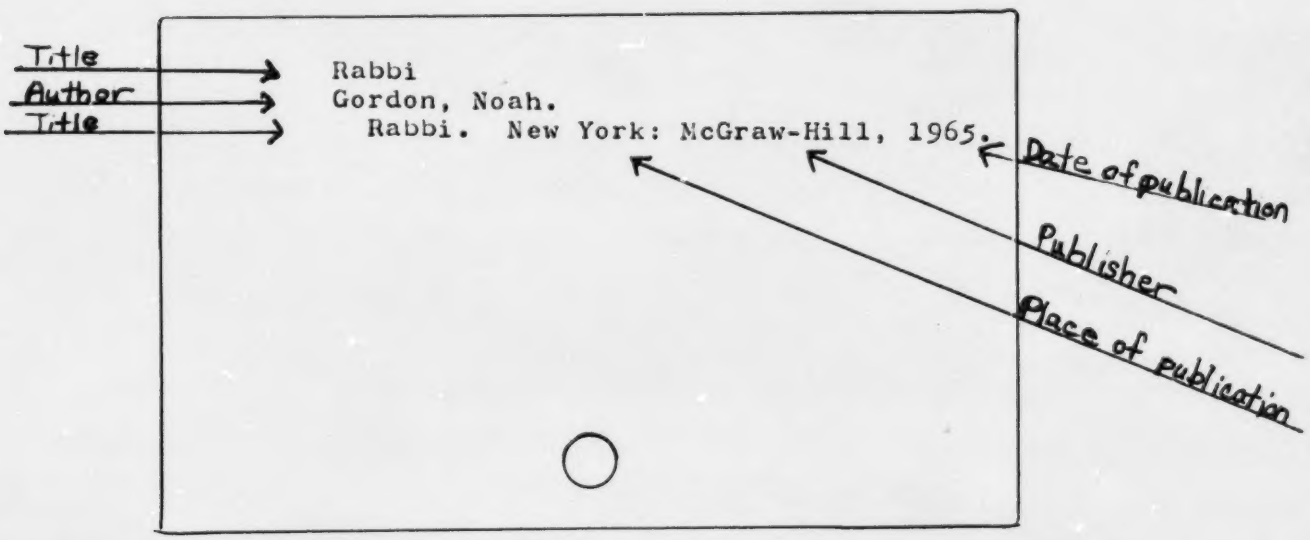
2) AUTHOR CARD

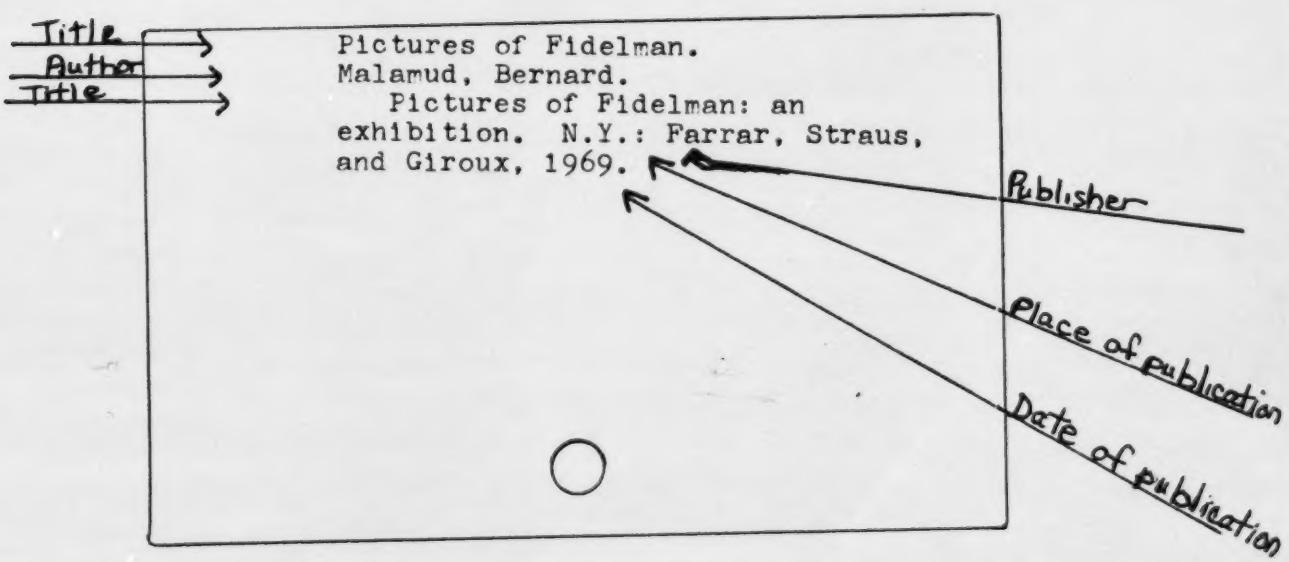
The author card is often referred to as the main entry card. It contains the author (last name first), complete title (as listed on the title page), place of publication, publisher, date of publication (usually the same as or later than the copyright date). Along the bottom of this catalog card will be tracings. Tracings tell you what other catalog cards there are (in your catalog) for the book. All fiction author cards will have only two tracings--one for the title card, one for the author card. See example for proper placement of information.



3) TITLE CARD

The title card is identical to the author card, with one exception. The shortened title (as it appears on the book's cover) appears above the author's name. The order of information on this card is the title, author, title, place of publication. publisher, date of publication. Tracings are not necessary on this card. See examples for proper placement of information.



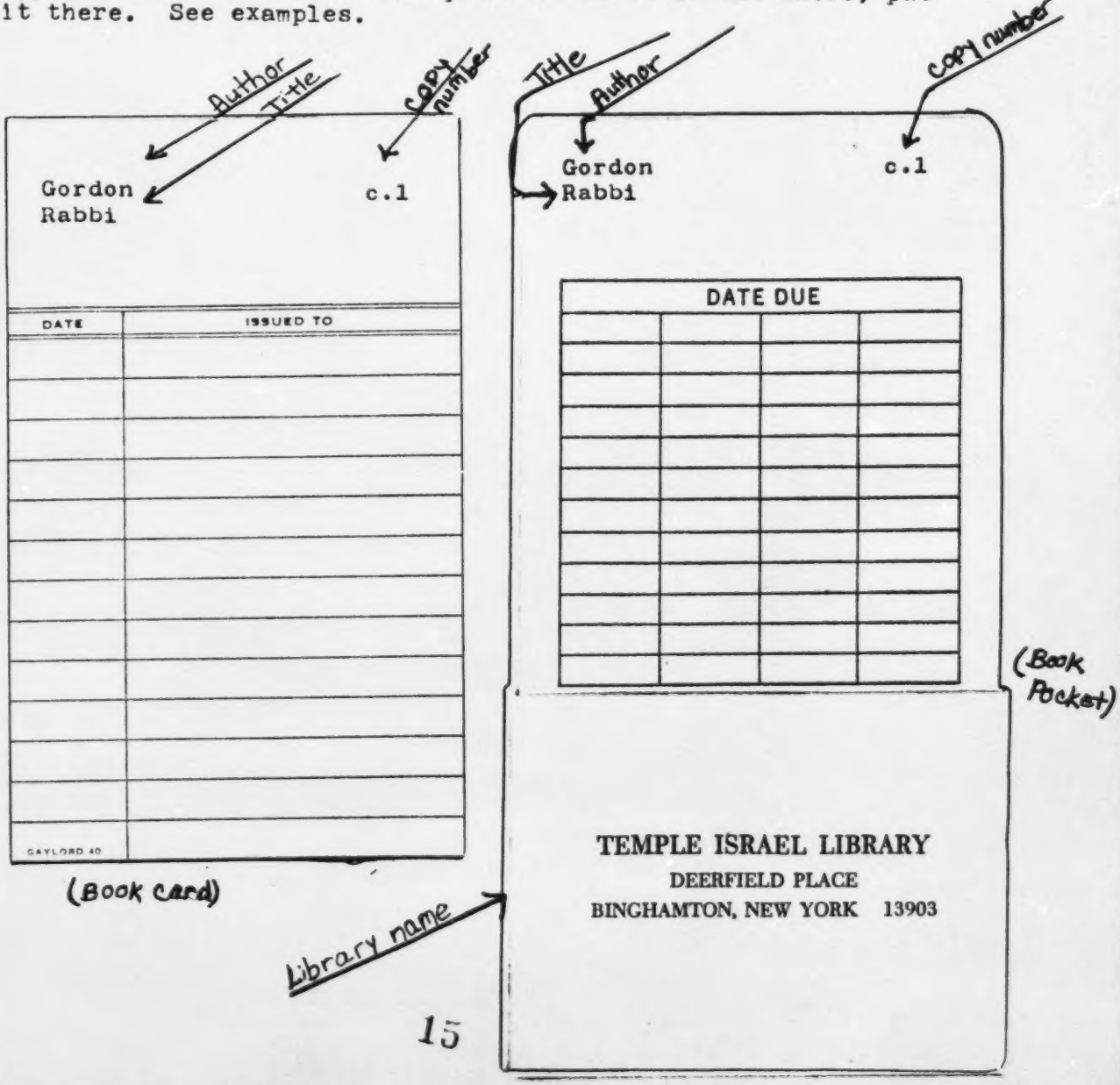


4) BOOK CARD

The book card is your record of who has taken the book out and when it is due back. The information on this card is identical to that on the book pocket. Only the author's last name, the (short) title, and copy number appear on this card. If there is more than one author, the primary author (the one mentioned first on the book) is the one whose name appears on this card. See examples.

5) BOOK POCKET

The book pocket serves to identify the book as belonging to your library, and also tells the borrower when the book is due back in the library. The information on the top of the pocket is identical to that on the book card--author's last name only, (short) title, copy number. The library name should appear on the outside of the pocket. If it is not there, put it there. See examples.



PUTTING IT ALL TOGETHER

After the information is put on each of these items, and everything is checked for typing errors, etc., paste the book pocket in the front of the book (on the first page) so that when the book is opened, the first thing that you see is the pocket. If there is no room in the front, then place it on the last page of the book, opposite the back cover. The pockets are gummed, so you just have to moisten them with a wet sponge. No paste should be necessary.

Place the book card, title side up and showing, into the book pocket. After the dust jacket flaps have been taped to the inside of the front and back covers of the book, the book is ready for the shelf. Shelve the book in its proper place on the fiction shelves.

The two catalog cards (author card and title card) are filed in the card catalog. There is no trick to this. The card catalog is arranged in a dictionary format, that is, a straight alphabetical order. Simply file according to the top line on the card. If the first word on the top line is "a" or "the", omit it, and file according to the second word on the same line.

The shelflist card is filed in the shelflist file. The fiction shelflist cards go alphabetically according to the author's last name (the same way the books are filed on the shelves. The shelflist is really the map of the shelves.

NON-FICTION

All non-fiction except biographies and reference material should be cataloged following these guidelines.

Each non-fiction title must contain:

1) call number
2) shelflist card
3) author card
4) title card
5) subject card
6) book card
7) book pocket
8) spine label

1) CALL NUMBER (CATALOG NUMBER)

When cataloging non-fiction using the Dewey Decimal system, each title must have a specific catalog or call number by which it is identified. This call number will always consist of at least three digits and one letter. Generally speaking, the numerical portion of the call number stands for the subject area of the book, and the letter portion stands for the author of the book. There are many exceptions to this rule. (For our purposes, any bible is cataloged 221 B, regardless of who edited it. The 221 stands for holy scriptures, or bible, and the B also stands for bible. Similarly, any Talmud is cataloged 296 T; the 296 standing for Judiasm and Talmud, and the T standing for Talmud.)

Almost every book published since 1975 will have an illustrated catalog card printed someplace below the copyright information (usually on the back of the title page). This illustration is extremely important to you. It contains the book's catalog numbers and subject headings. There will be three groups of numbers along the bottom of this illustration. These are three catalog numbers for three different cataloging systems. The Dewey Decimal number will be the middle group of numbers. It will always be three numbers, followed by a decimal point, usually followed by several numbers, some of which may be separated by little accent marks. These marks tell you where to end the call number if you want to shorten it (which is almost always the case). Whenever you come to an accent mark, you can stop. For example, the number 301.4'52'9'38 may be 301.4 or 301.452 or 301.4529 or the whole number. Generally you stop after the first or second mark. In this case, 301.452 would be the best stopping point, since we have books with 301.451 numbers. If we stopped at 301.4 rather than 301.452, the book would be out of place on the shelf, even though the 301.4 call number also would be correct. (Don't worry if this seems too confusing to really understand...you have to be a cataloger in order to really follow the logic.)

To determine the letter part of the call number, use the

first letter of the author's last name. If there are several authors, use the primary author's last name (the author that is mentioned first). If there is an editor or compiler rather than an author, use that person's last name as your guide. If there are several books with the same number and letter, it would be advisable to use the first two or three letters of the author's last name. This is just another way to further identify the book. (You really can take your choice as to how many letters you wish to use. It really doesn't matter that much. This is how catalogers drive people nuts!) Just remember, once you have determined which numbers and letters you are going to use for the call number, don't change it. Be consistent on all items for that book.

The following examples are of illustrated cataloging information taken from the copyright pages of actual books.

THE JEWISH WORD BOOK

Copyright © 1982

by

Jonathan David Publishers, Inc.

No part of this book may be reproduced in any manner without the prior written permission from the publishers. Address all inquiries to:

Jonathan David Publishers, Inc.
68-22 Eliot Avenue
Middle Village, New York 11379

10 9 8 7 6 5 4 3 2 1

Library of Congress Cataloging in Publication Data

Jacobs, Sidney J.
The Jewish word book.

1. Hebrew language—Dictionaries—English.
2. English language—Foreign terms and phrases—Hebrew.
3. Yiddish language—Dictionaries—English. 4. English language—Foreign words and phrases—Yiddish. I. Title.
PJ4833.J25 492.4'321 81-12641
ISBN 0-8246-0249-8 AACR2

Printed in the United States of America

Author → Jacobs, Sidney J.

Title → The Jewish word book.

Subject Headings → 1. Hebrew language—Dictionaries—English. 2. English language—Foreign terms and phrases—Hebrew. 3. Yiddish language—Dictionaries—English. 4. English language—Foreign words and phrases—Yiddish. I. Title.

Cataloging numbers → PJ4833.J25 492.4'321 81-12641

Dewey Decimal Number → 492.4'321

Catalog/Call number should be:

492.4
J

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Published simultaneously in Canada by General Publishing Company Limited

Library of Congress Cataloging in Publication Data

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Modern Jewish cooking.
"A Herbert Michelman book."
Includes index.
1. Cookery, Jewish. 2. Kitchen utensils.
I. Title.
TX724.L63 1980 641.5'67'6 79-25362
ISBN: 0-517-539357

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10 9 8 7 6 5 4 3 2 1

First edition

Author

Title

Catalog number: 641.567 L

Dewey Decimal number

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The Acknowledgments starting on p. 367 constitute an extension of the copyright page.

Library of Congress Cataloging in Publication Data
Main entry under title:

The Lost generation.

Includes index.
1. Holocaust, Jewish (1939–1945)—Personal narratives. 2. Jewish children—Biography.
I. Eisenberg, Azriel Louis, 1903-
D810.J4L625 940.53'15'30924 82-296
ISBN 0-8298-0498-6 AACR2

The Pilgrim Press, 132 West 31 Street, New York, N.Y. 10001

Title

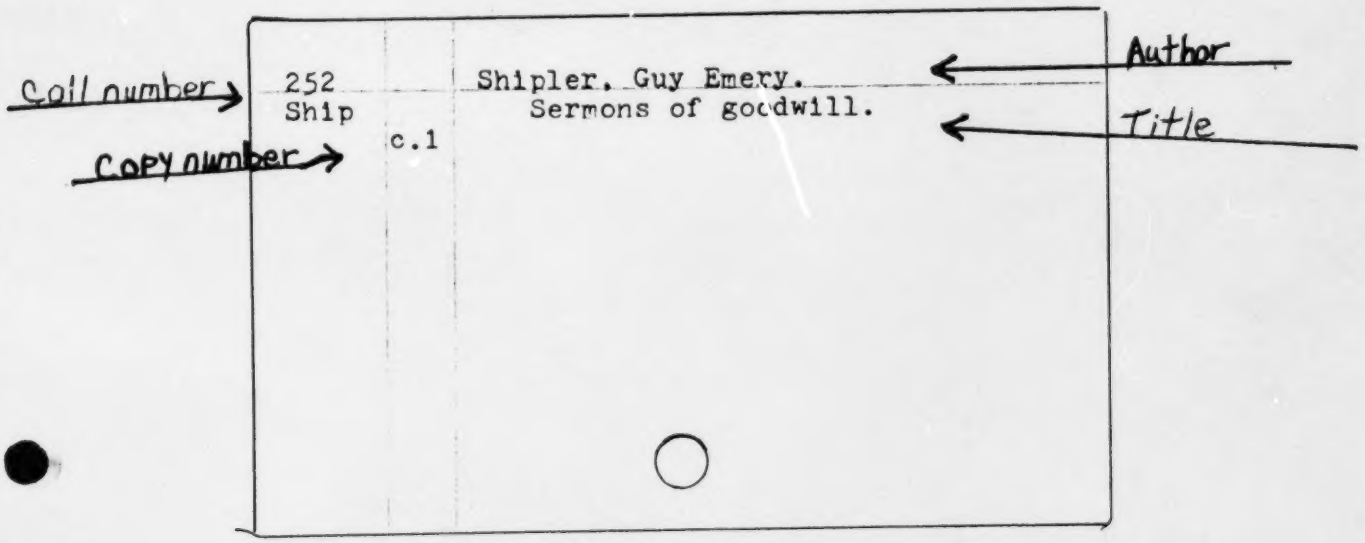
Author

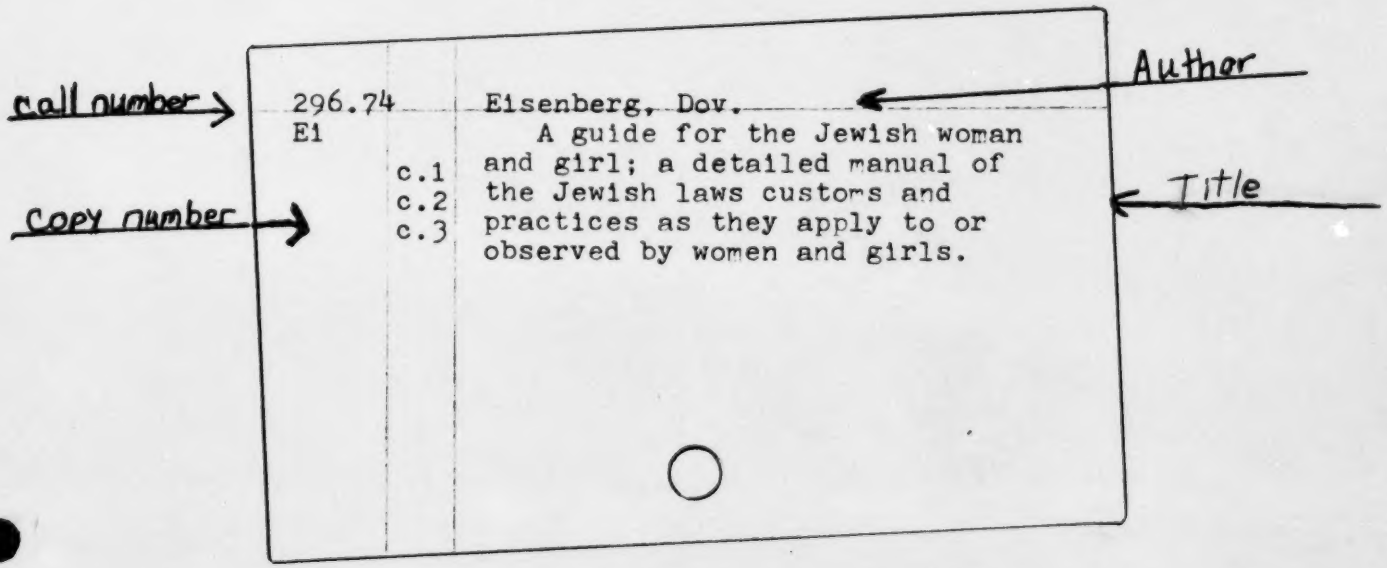
Dewey Decimal number

Catalog number:
940.53 E OR 940.5315 Ei

2) SHELFLIST CARD

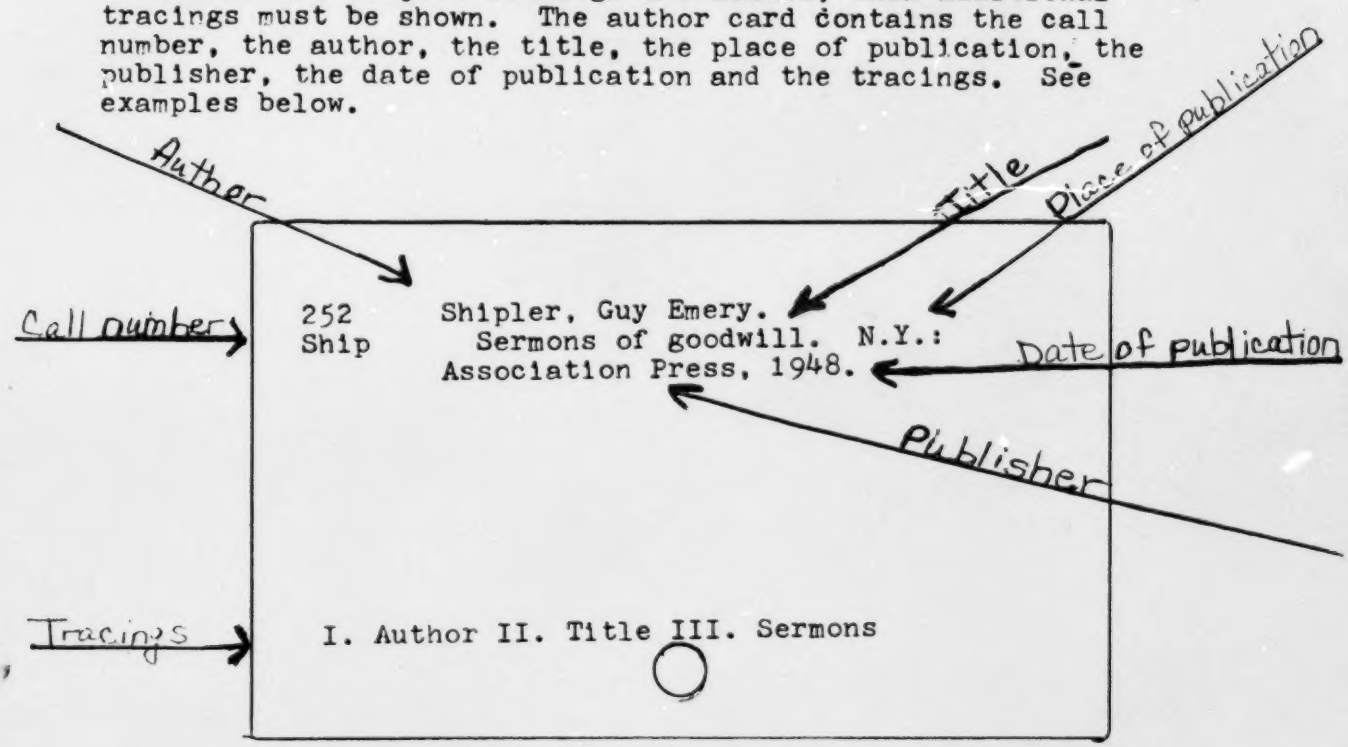
As with the fiction shelflist card, the non-fiction shelflist card also is the only card that will tell you how many copies of each book the library owns. It contains the call number, author, title, and number of copies owned. The same rules for editors and compilers apply here as apply to the fiction shelflist cards. (Refer back to the fiction shelflist section for that explanation.) See examples for proper placement of information.

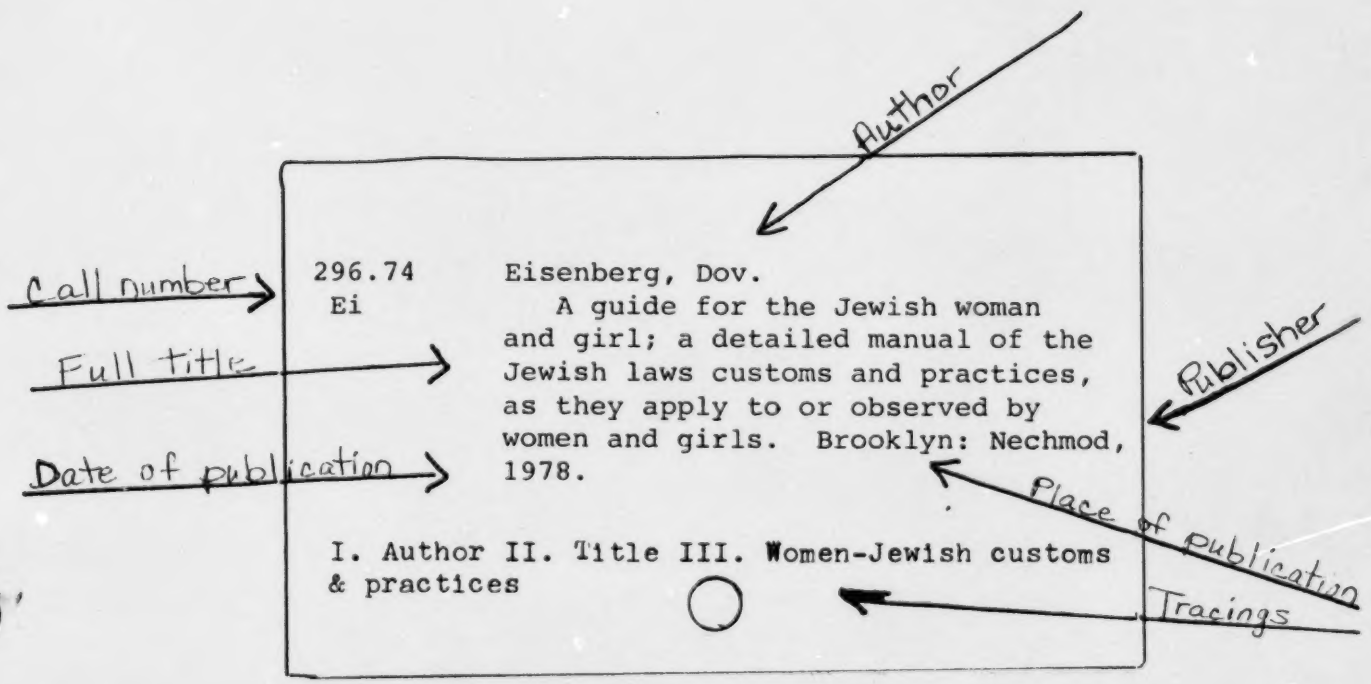




3) AUTHOR CARD

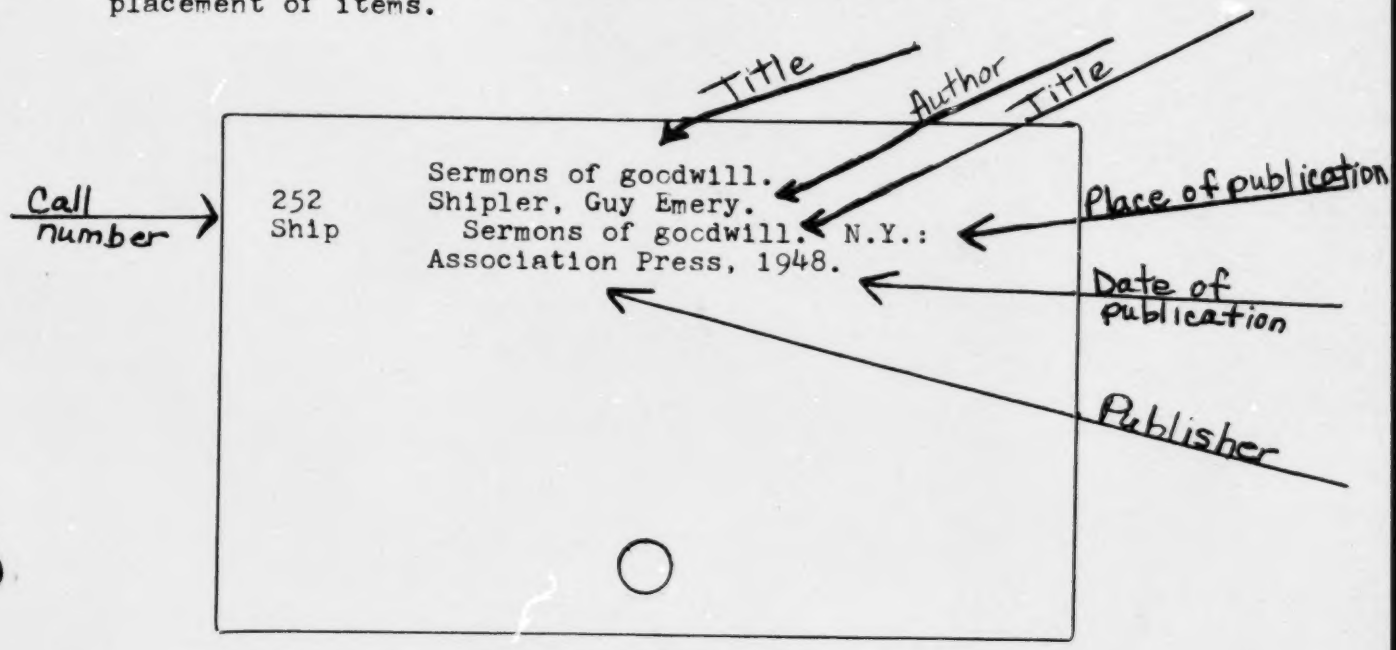
Once again, the author card is the main entry card, and will have tracings at the bottom of it. Non-fiction books will have at least three tracings--author, title, subject. If additional subject headings are needed, then additional tracings must be shown. The author card contains the call number, the author, the title, the place of publication, the publisher, the date of publication and the tracings. See examples below.

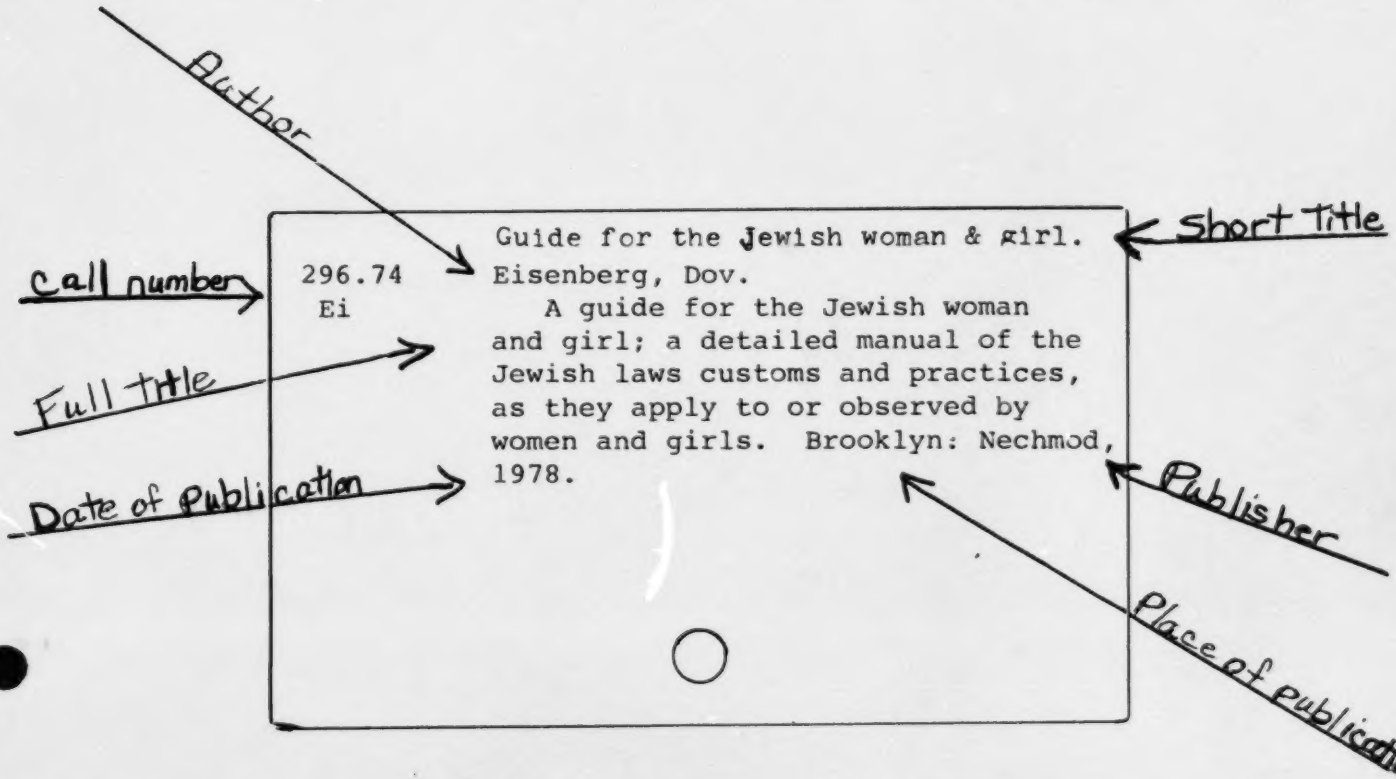



Author
Call number
296.74
Ei
Eisenberg, Dov.
A guide for the Jewish woman and girl; a detailed manual of the Jewish laws customs and practices, as they apply to or observed by women and girls. Brooklyn: Nechmod, 1978.
Full title
Date of publication
Publisher
Place of publication
I. Author II. Title III. Women-Jewish customs & practices
Tracings

4) TITLE CARD

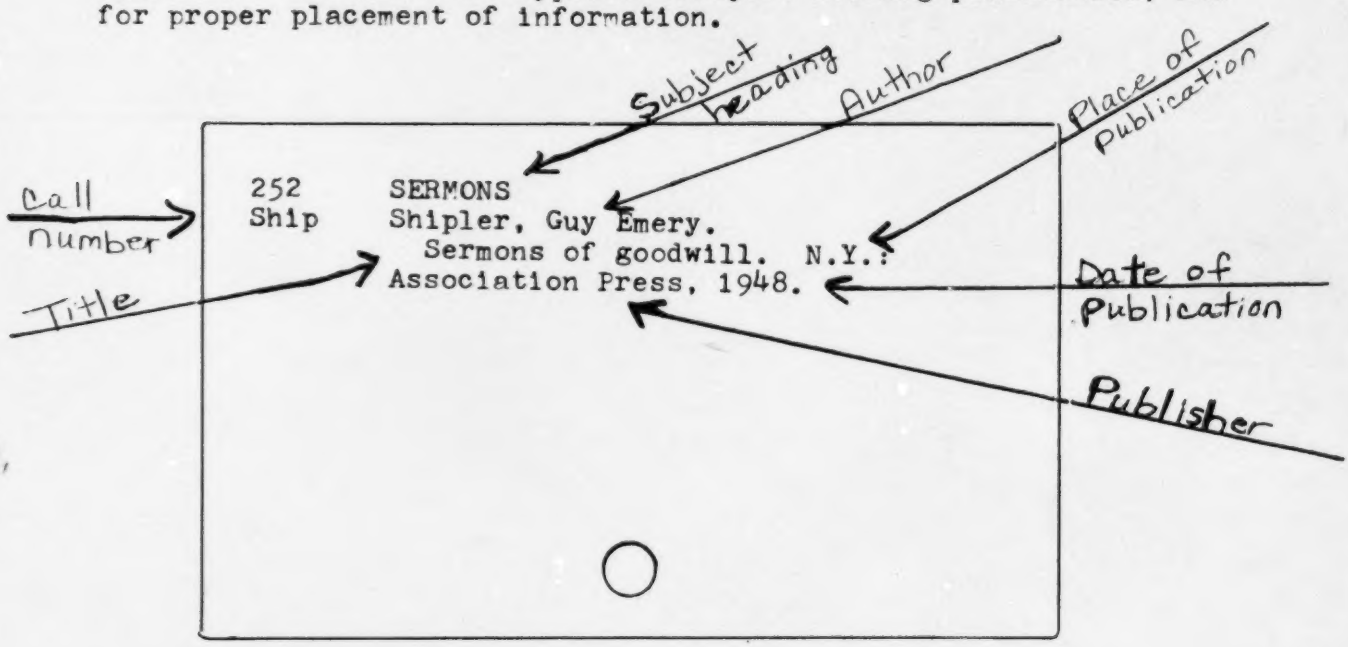
The title card is identical to the author card, with one exception. The shortened title is typed above the author's name. Thus, the title appears on the card twice. The title card contains the call number, (short) title, author, (full) title, place of publication, publisher, date of publication. The tracings are optional. See examples below for proper placement of items.

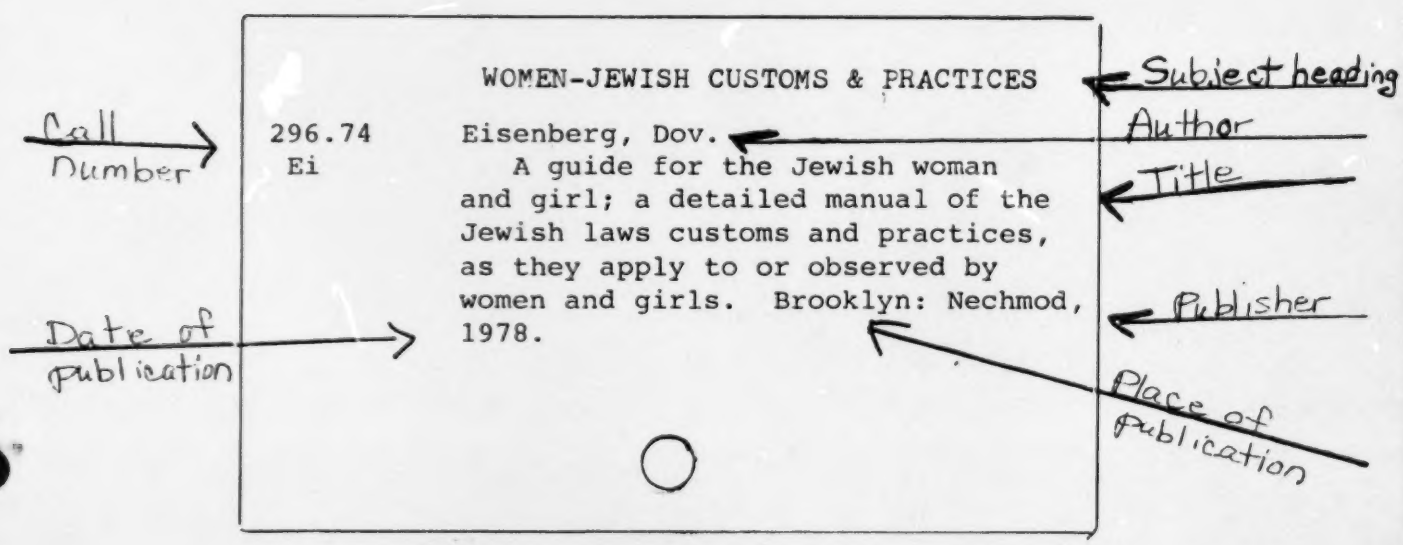



Author
Short Title
Call number
296.74
Ei
Guide for the Jewish woman & girl.
Eisenberg, Dov.
A guide for the Jewish woman and girl; a detailed manual of the Jewish laws customs and practices, as they apply to or observed by women and girls. Brooklyn: Nechmod, 1978.
Full title
Date of Publication
Publisher
Place of publication

5) SUBJECT CARD(S)

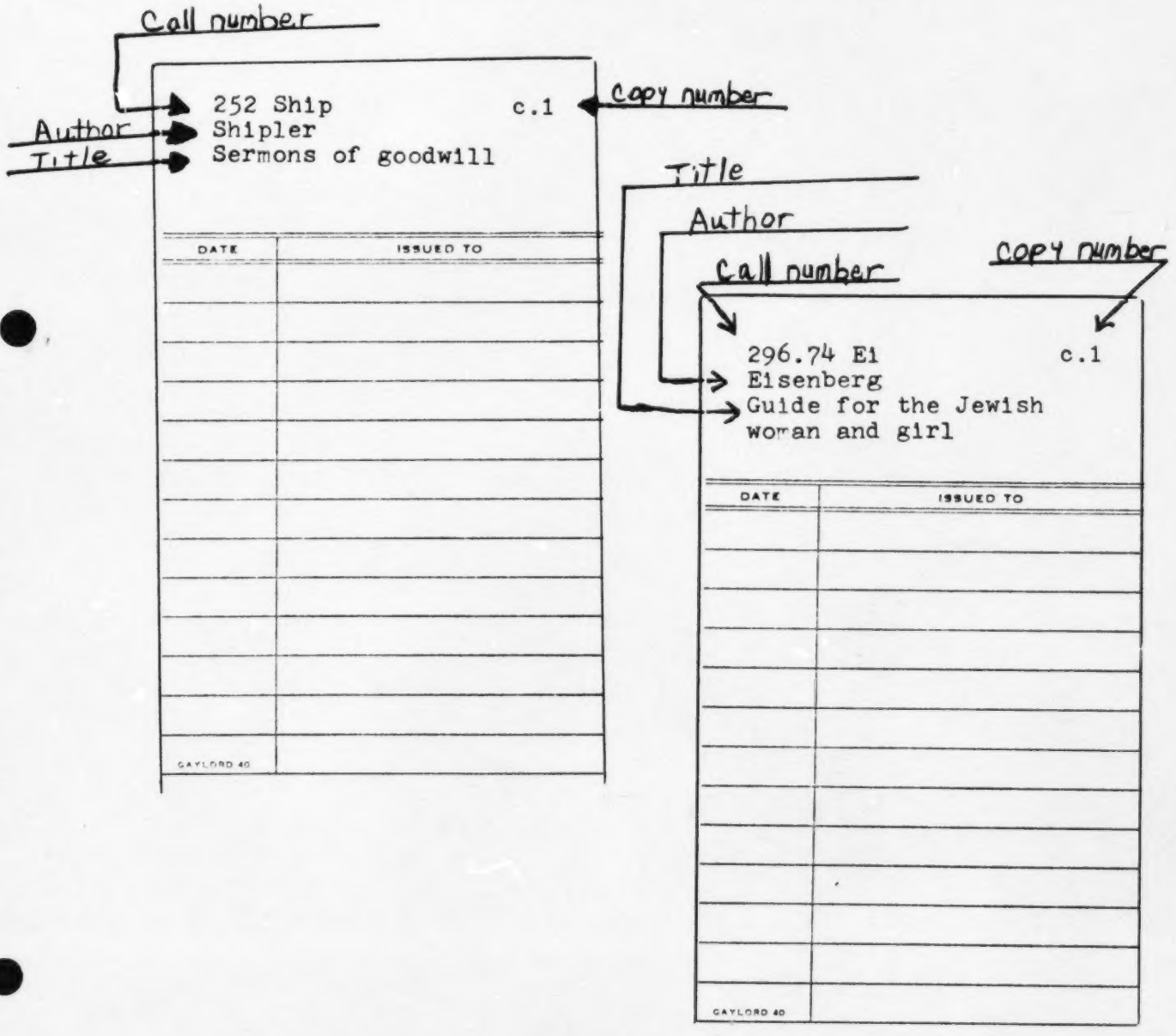
The subject cards are identical to the author card, with one exception. The subject heading, as it appears in the tracing, is typed in capital letters above the author's name. With the exception of the tracings, this is the only place that a subject heading will appear. If there is a hyphen in it, include the hyphen. If there is a comma, include the comma. If there is a colon and/or parentheses, be sure to include them as well. Be sure to capitalize all letters in the subject heading. This is the usual way subject cards stand out from title cards, especially when a title and subject heading are identical! See the examples below for the different types of subject heading punctuation, and for proper placement of information.




Subject heading
Call Number
Author
Title
Publisher
Date of publication
Place of publication
296.74 Ei
WOMEN-JEWISH CUSTOMS & PRACTICES
Eisenberg, Dov.
A guide for the Jewish woman and girl; a detailed manual of the Jewish laws customs and practices, as they apply to or observed by women and girls. Brooklyn: Nechmod, 1978.

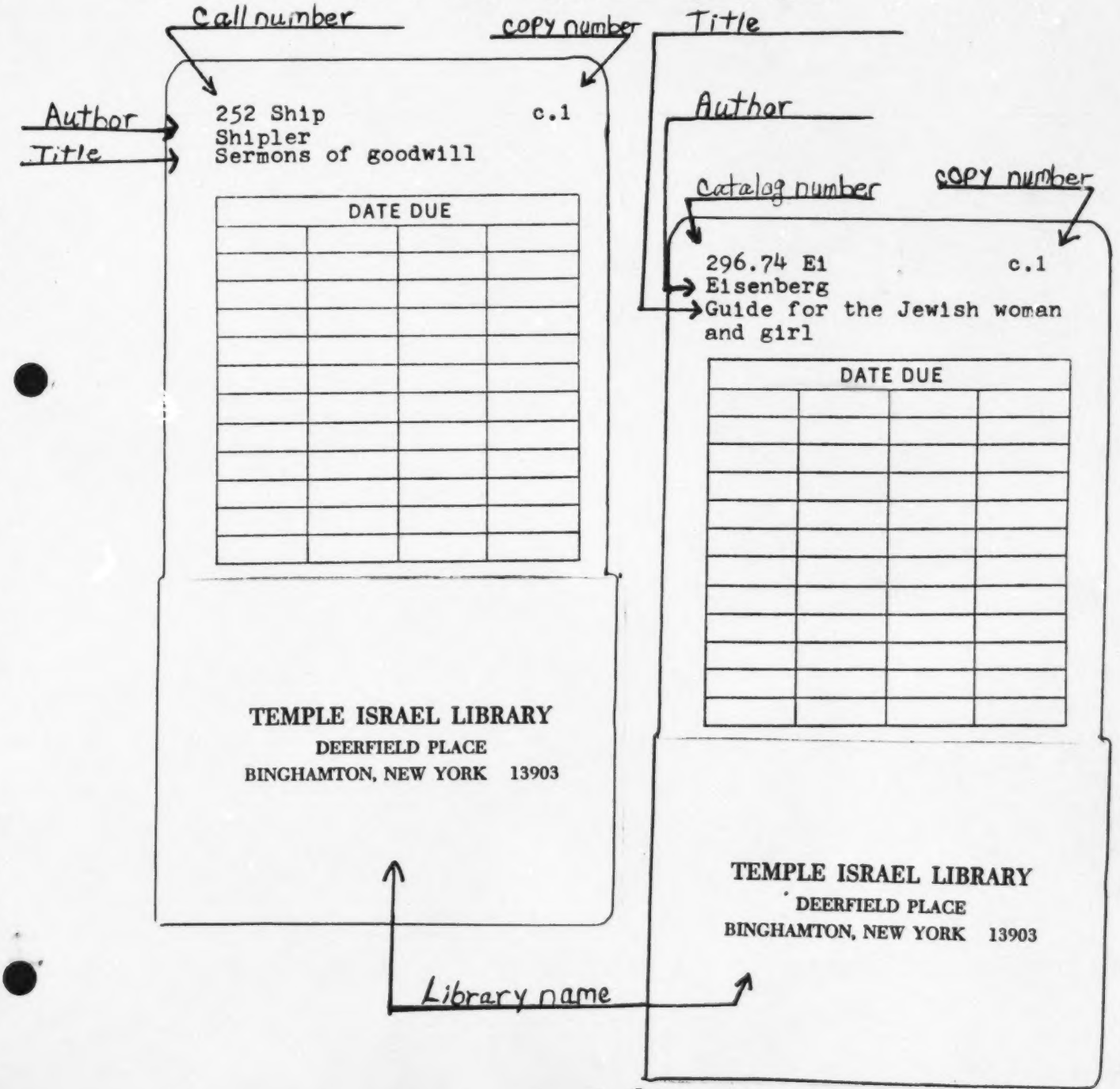
6) BOOK CARD

As with the fiction, the non-fiction book card is your only record of who has taken the book out and when, and when it is due back. The information on this card is identical to that on the book pocket. The call number, author's last name only, (short) title, and copy number all must appear on the card. Please note that the call number is positioned differently on both the book card and the book pocket. The digits and letters appear on the same line, with only one space separating the digits from the letters. Then the author's last name appears on the line immediately below the call number. The copy number appears in the right-hand corner of the card, on the same line as the call number. See examples below.



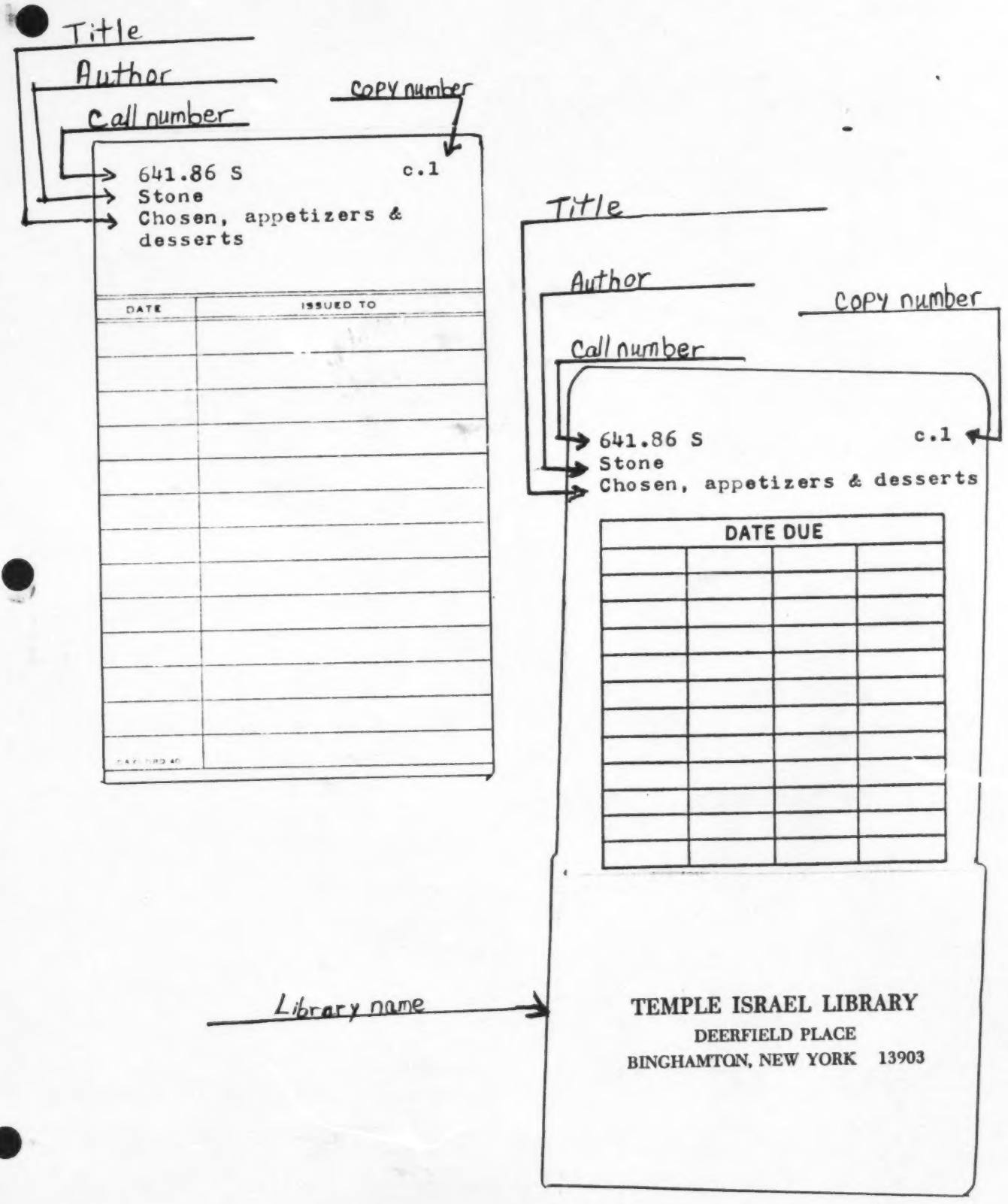
7) BOOK POCKET

Also, as with the fiction, the non-fiction book pocket is the only record that the borrower has of when the book is due back and to which library it belongs. The identical information that is on the book card must be on the book pocket. Again, please remember to put the whole call number on one line, leaving one space between the number and the letter. The book card and book pocket are the only two items which require a change in format for the call number. See examples below for the correct placement of the call number, author's last name, (short) title, and copy number.



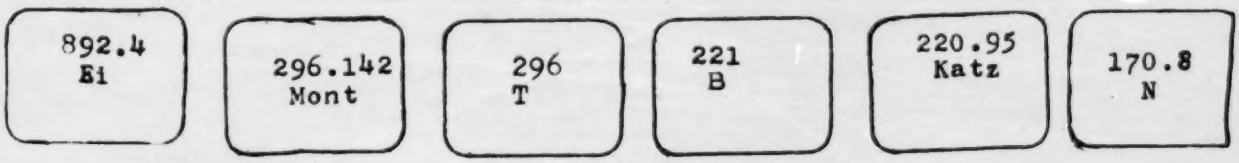
BOOK CARD

BOOK POCKET



8) SPINE LABEL

The spine label is a very small, gummed label, near the base of the spine of the book. All non-fiction books will have one. It contains only the call number, using the usual two line format, the digits on the top line, the letters on the next line. It's only function is for easy identification and quick location of the book on the library shelf. Here are several examples of spine labels.



PUTTING IT ALL TOGETHER

The processing and shelving of the non-fiction books is similar to that of the fiction books, only with a few more steps. After the information is put on each of these items, and everything is checked for uniformity and typing errors, the book pocket is pasted in the front of the book (on the first page opposite the cover) so that when the book is opened, the first thing seen is the pocket. If there is no room in the front of the book, then the pocket should be attached to the last page of the book, opposite the back cover. The pockets are attached by moistening them with a wet sponge.

Place the book card, title side up, into the book pocket. Tape the dust jacket flaps to the insides of the front and back covers. Stick the spine label on the spine of the book, at least ¼ inch above the bottom of the book. Place a piece of scotch tape around that portion of the spine to secure the label. The book is then ready to be shelved in its proper place on the library shelf.

All of the catalog cards (author, title, and subject cards) are to be alphabetically filed in the card catalog. Remember that the card catalog is arranged in a dictionary format, so everything is filed alphabetically, according to whatever is on the top line of the card. If the first word is "a" or "the", omit it and go on to the next word when filing. Also, all hyphens, parentheses, colons, etc. that are found in the subject headings are to be ignored when filing. Any "Mc" or "Mac" names are to be filed alphabetically as though they were "Mac".

The shelflist card is filed in the shelflist file in the section marked non-fiction. It is filed numerically, just the way the books are arranged on the shelves. Remember, the shelflist is your map of the library shelves.

BIOGRAPHIES

Each biography, autobiography, and collective biography title must contain:

1) call number
2) shelflist card
3) author card
4) title card
5) subject card
6) book card
7) book pocket
8) spine label

1) CALL NUMBER (CATALOG NUMBER)

Biographies may be cataloged in a variety of ways using the Dewey Decimal system. For our purposes, we will use the simplest method, which is the "B" classification, "B" representing Biography/ Autobiography subject area (which falls between 920 and 929).

All individual biographies and autobiographieswill have two letters as their call numbers, rather than a combination of numbers and letters. The first letter will always be a (capital) B. This B takes the place of the 920-929 dewey decimal number, and therefore will stand alone on the top line position usually occupied by the numerical portion of the call number. The second letter will be the FIRST LETTER OF THE SUBJECT'S LAST NAME. This letter will occupy the second line of the call number, the position usually held by the first letters of the author's last name.

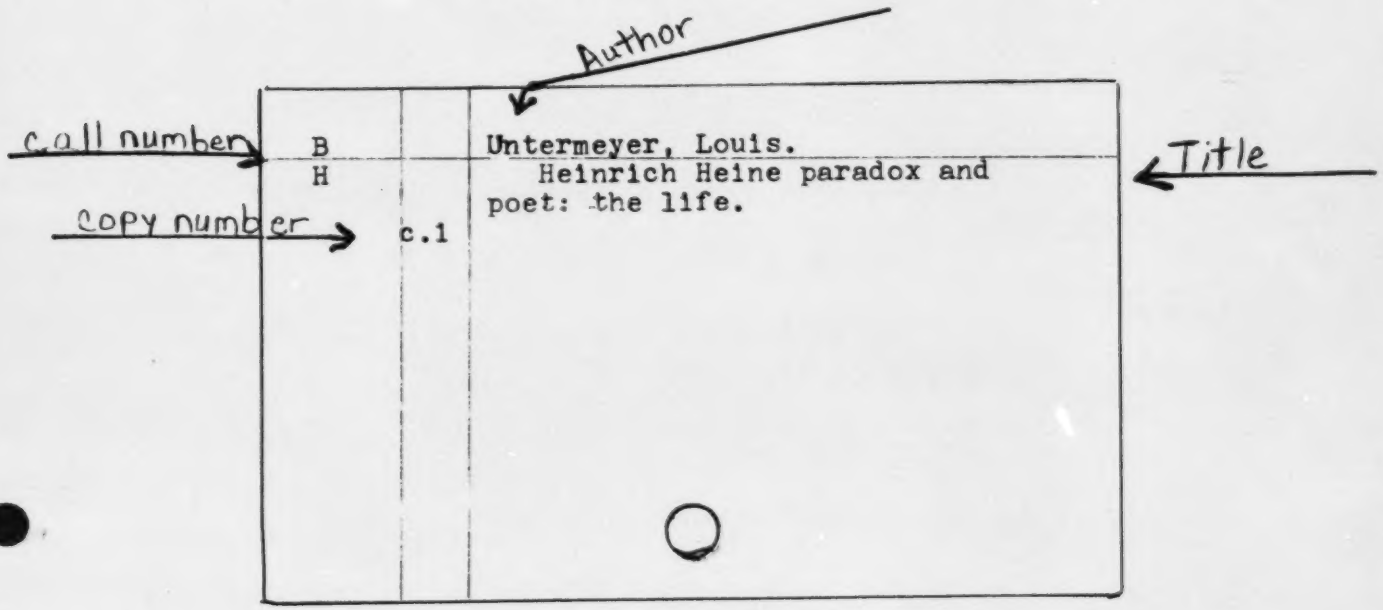
Thus, a biography or autobiography of Golda Meir, regardless of its authorship, would be cataloged B M. The B would stand for biography; the M would stand for Meir. A biography of Moshe Dayan would be B D, one of Irving Howe would be B H, one of Martin Buber would be B B, and so forth.

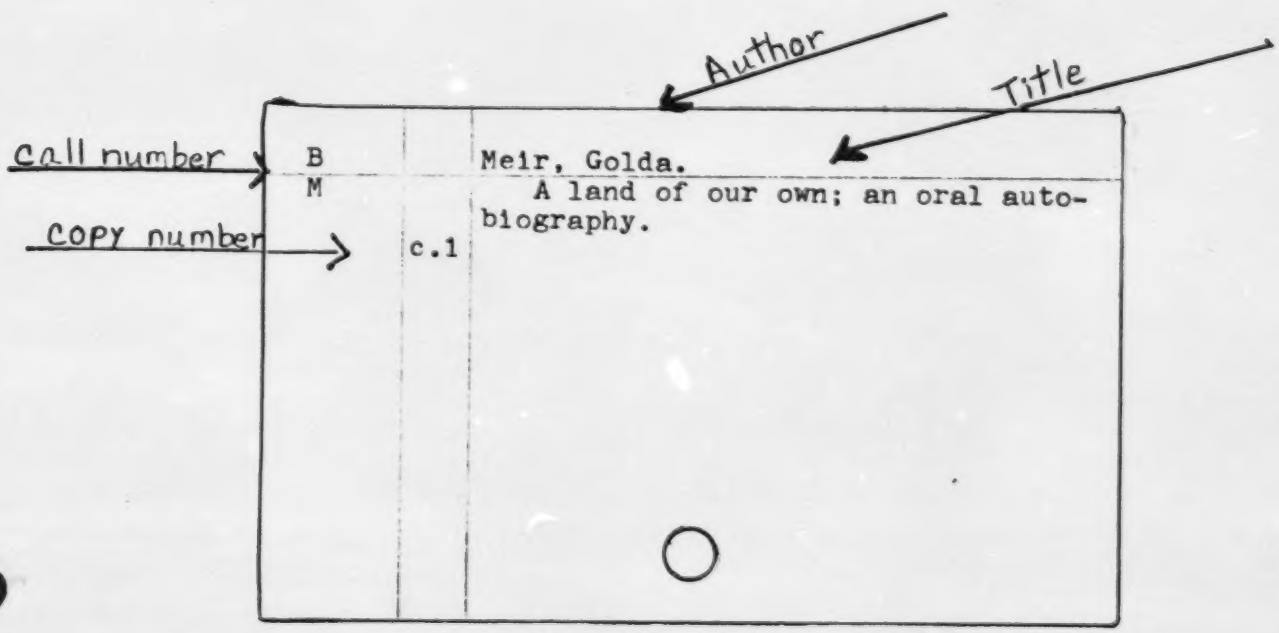
Collective biographies are biographies of more than one person contained in one book. These will all be classified as 929 (for collective or multiple biographies) and the letter portion of the number will be the first letter of the author's or editor's last name (as with all other non-fiction).

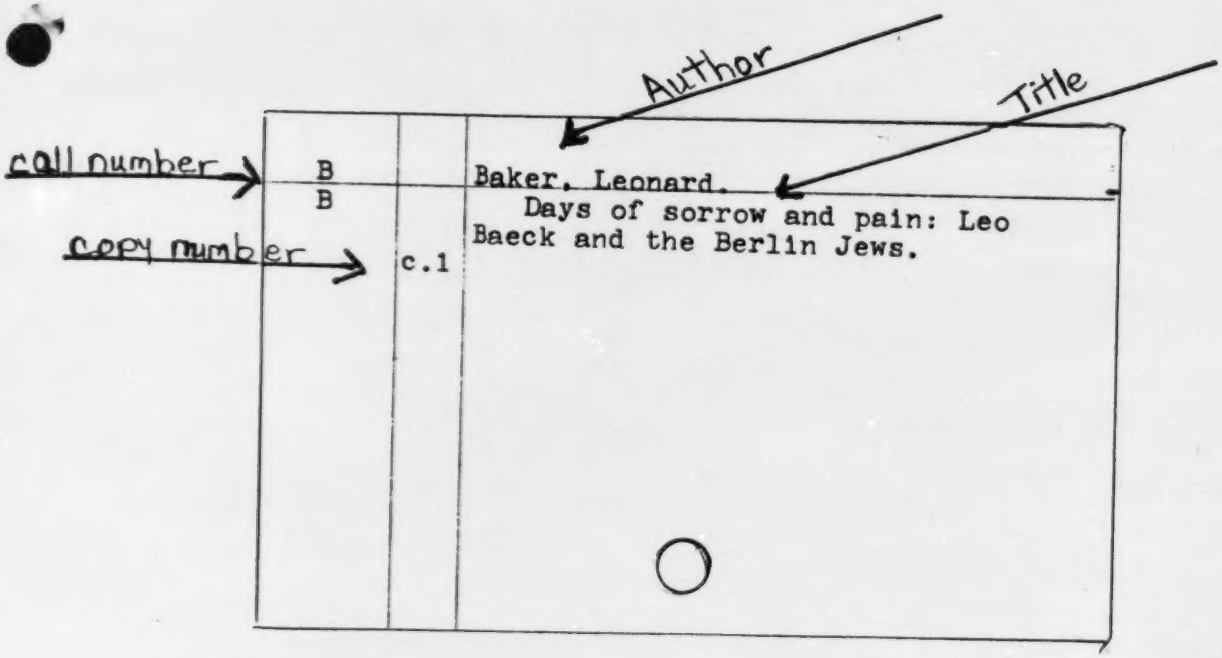
You may find a different catalog number printed in the illustrated cataloging information printed on the copyright pages of these books. DISREGARD THAT INFORMATION OR YOU WILL BE CONFUSED. The illustrated Library of Congress Cataloging In Publication Data found in the biographies and autobiographies and collective biographies is using a different system for determining their Dewey Decimal Catalog Number. Both methods are correct. The one we are using is older and much simpler.

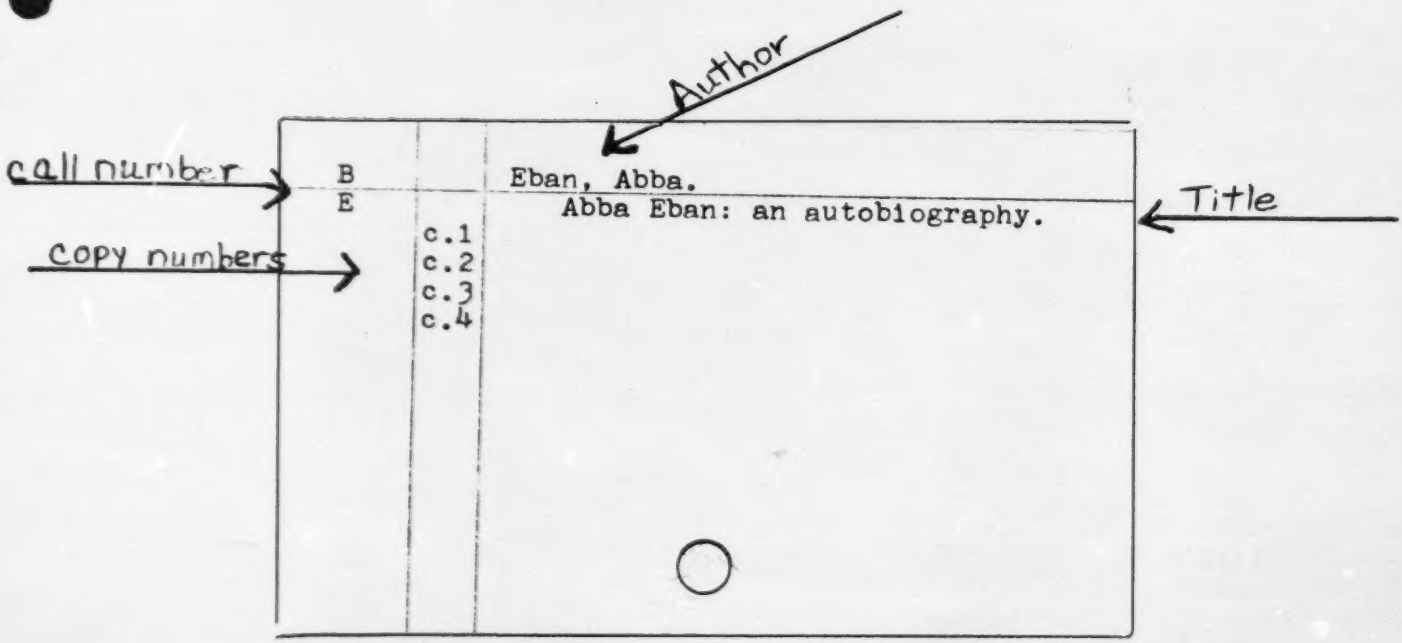
2) SHELFLIST CARD

The biography shelflist card contains the same information as the normal non-fiction shelflist card. That is, the call number, author, title, and copy number(s). The only difference being that the call number will usually consist of letters only, or 929 and a letter. See examples for proper placement of information.



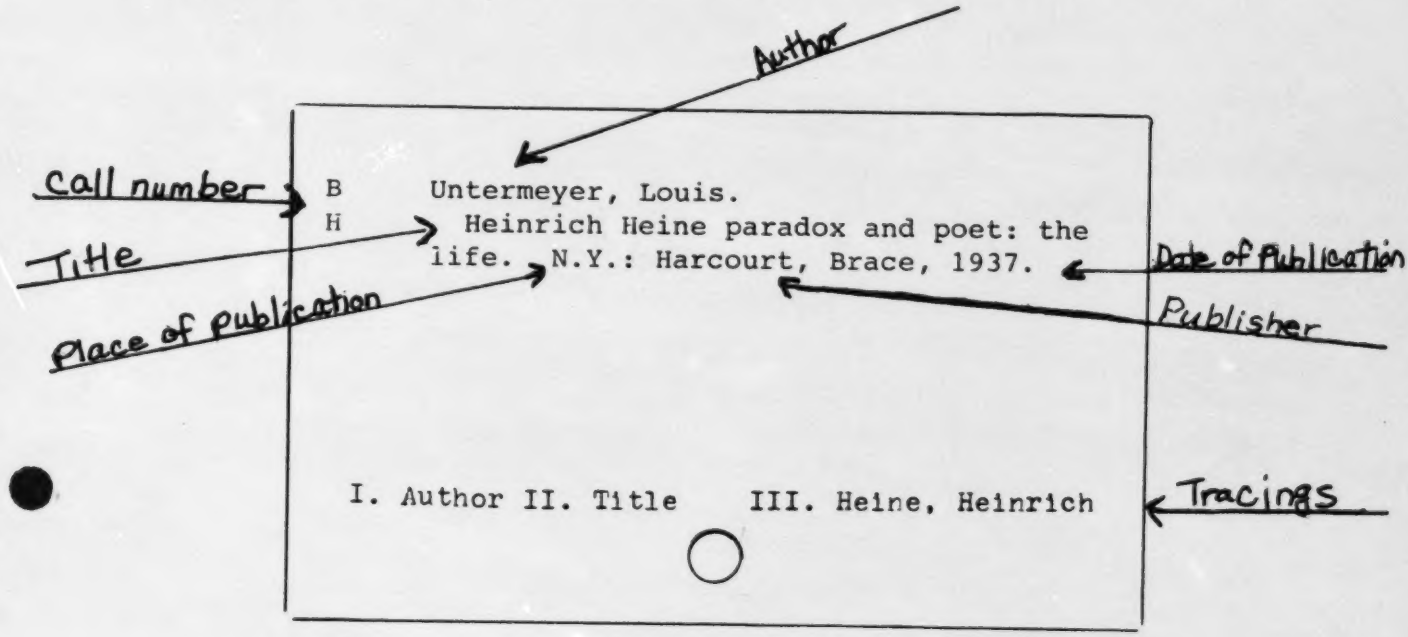


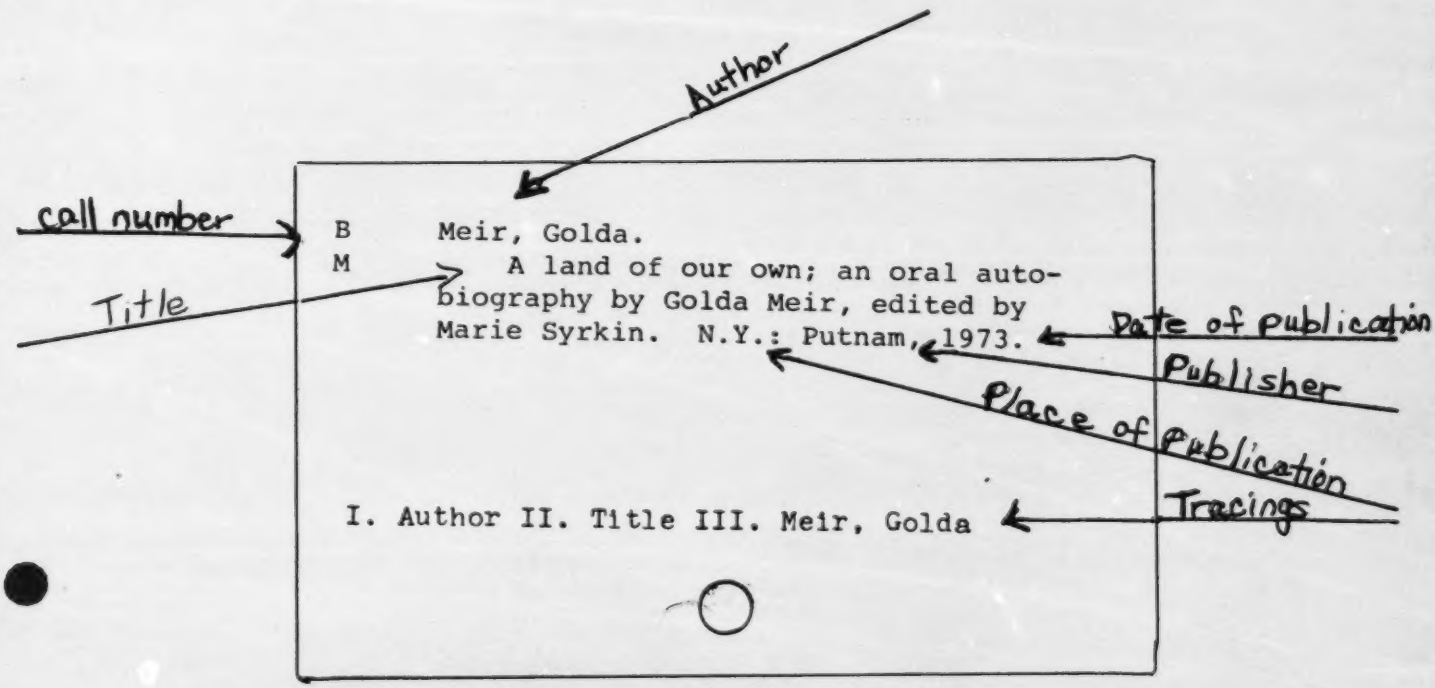

Author
Title
call number
B
B
Baker, Leonard.
Days of sorrow and pain: Leo Baeck and the Berlin Jews.
copy number
c.1

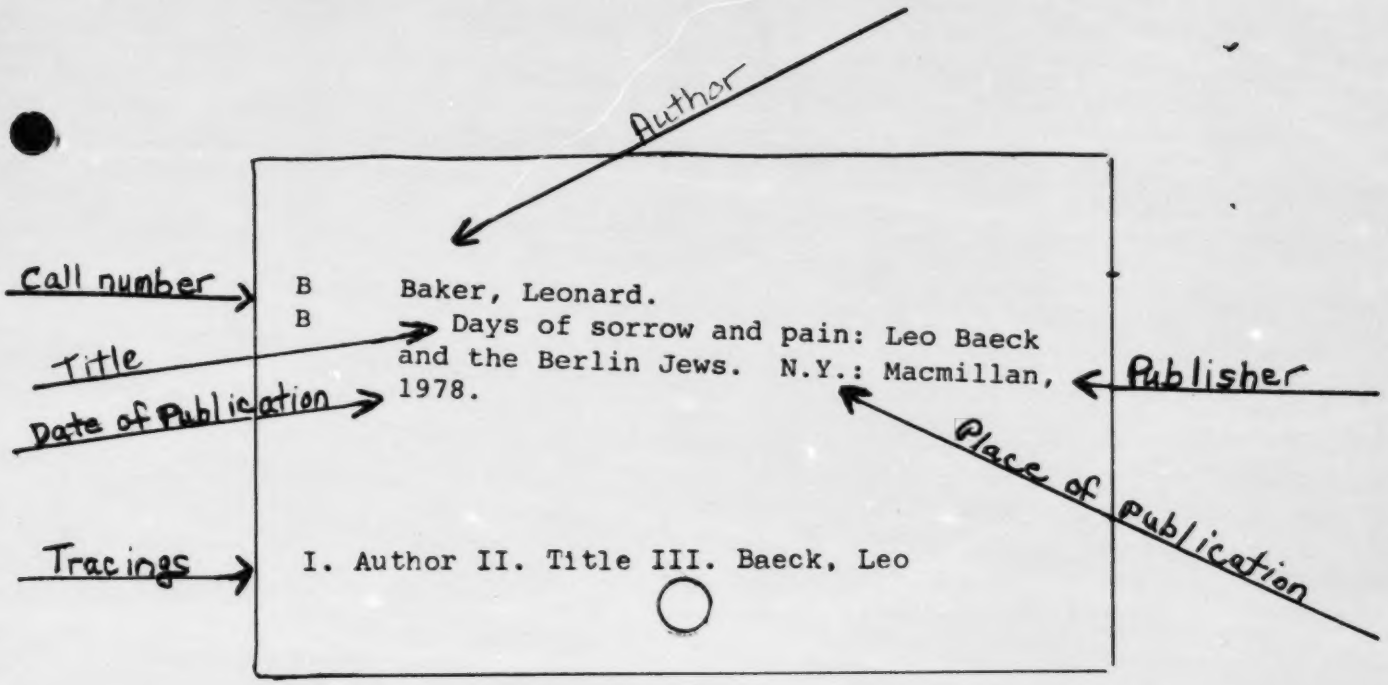

Author
call number
B
E
Eban, Abba.
Abba Eban: an autobiography.
Title
copy numbers
c.1
c.2
c.3
c.4

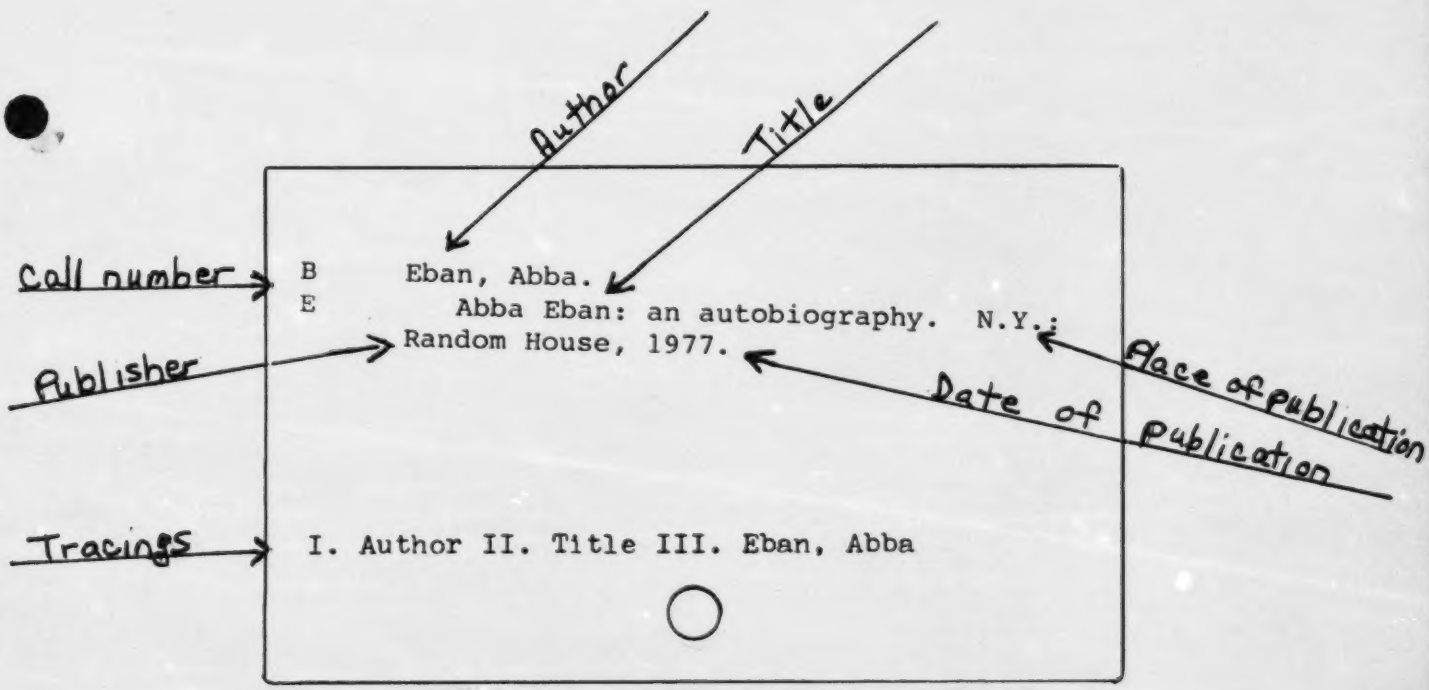
3) AUTHOR CARD

The biography author card is the same as the other non-fiction author cards, with the exception of the letter call number. It is still considered to be the main entry card, and will have the tracings along the bottom of it. The tracings will be author, title, and subject--the subject always being the name of the person whom the book is about. See examples below for proper placement of information. Remember to include the call number, author, title, place of publication, publisher, date of publication, and tracings.



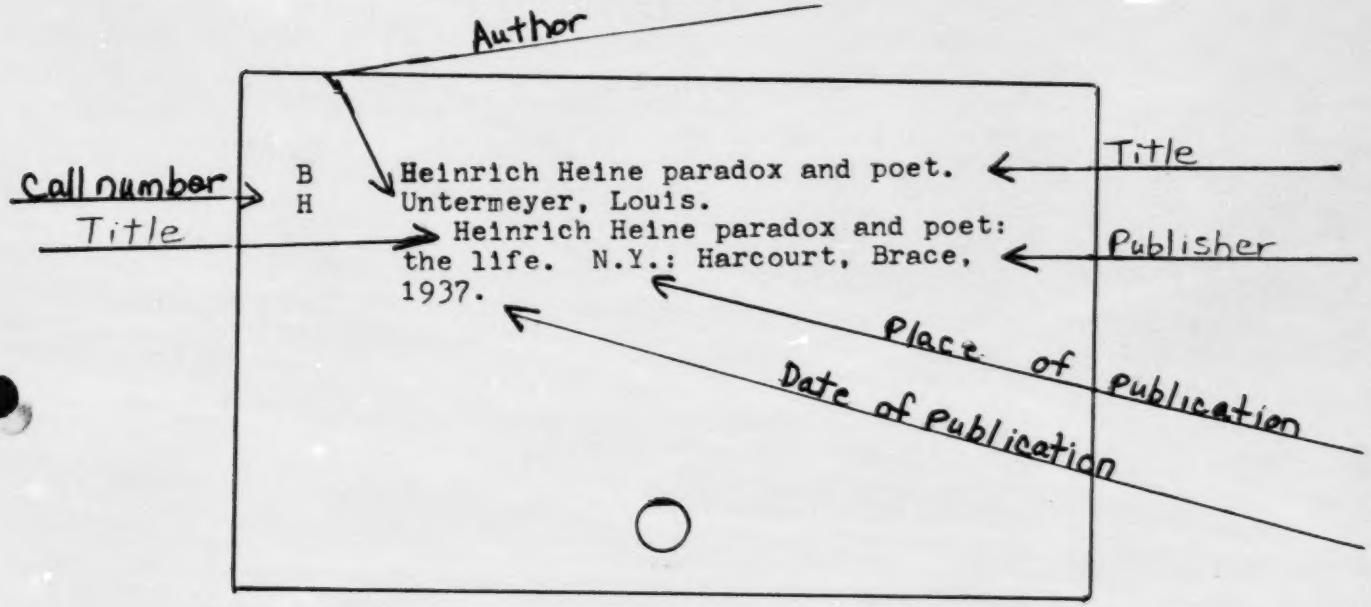


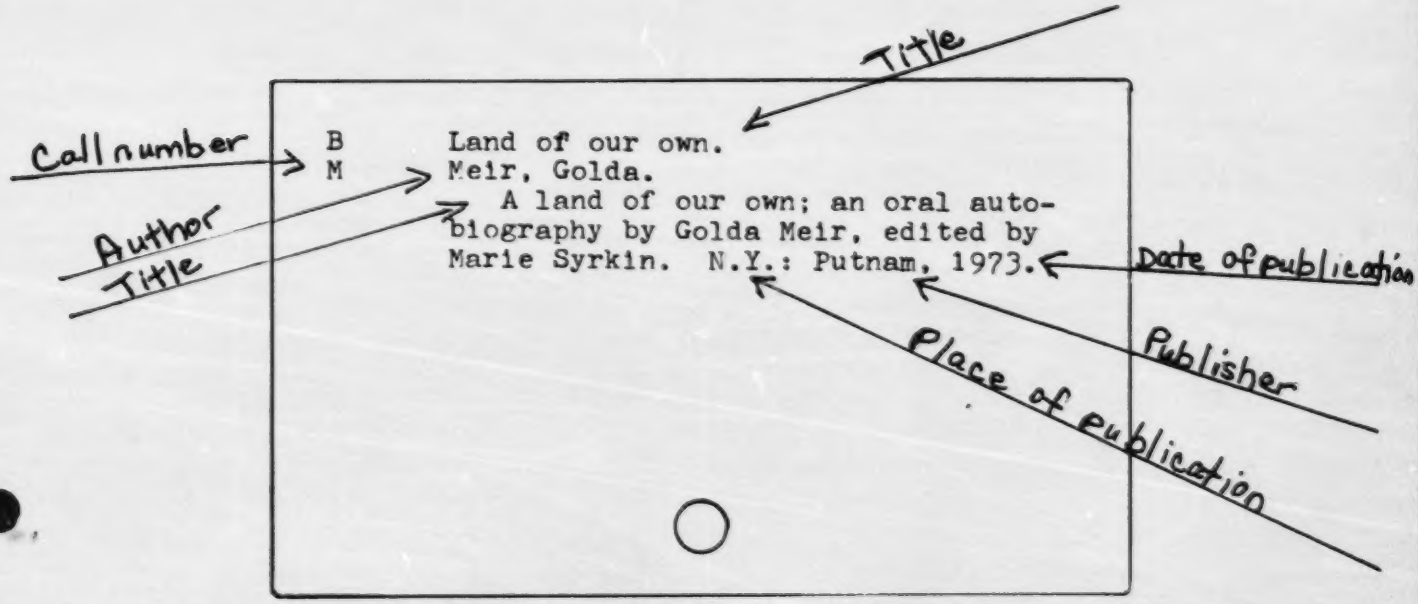

Author
Call number
B
B
Baker, Leonard.
Days of sorrow and pain: Leo Baeck and the Berlin Jews. N.Y.: Macmillan, 1978.
Title
Date of Publication
Publisher
Place of publication
Tracings
I. Author II. Title III. Baeck, Leo

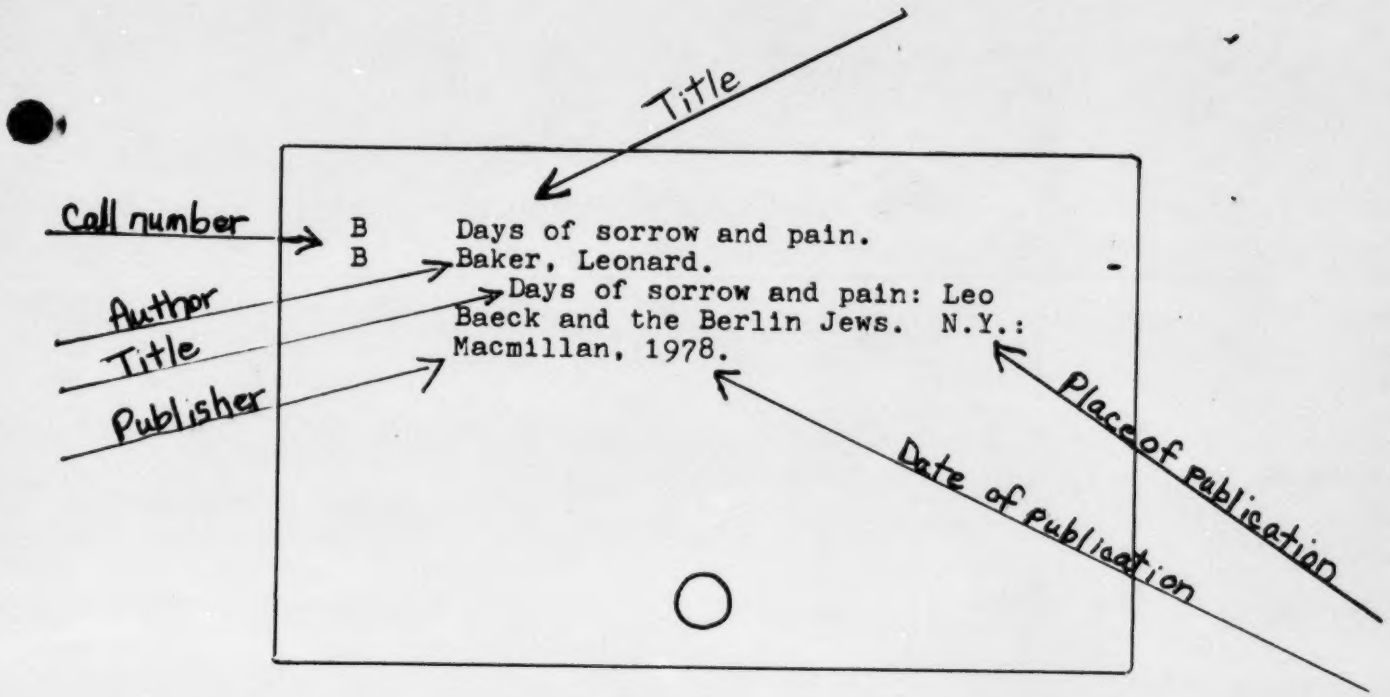

Author
Title
Call number
B
E
Eban, Abba.
Abba Eban: an autobiography. N.Y.: Random House, 1977.
Publisher
Place of publication
Date of publication
Tracings
I. Author II. Title III. Eban, Abba

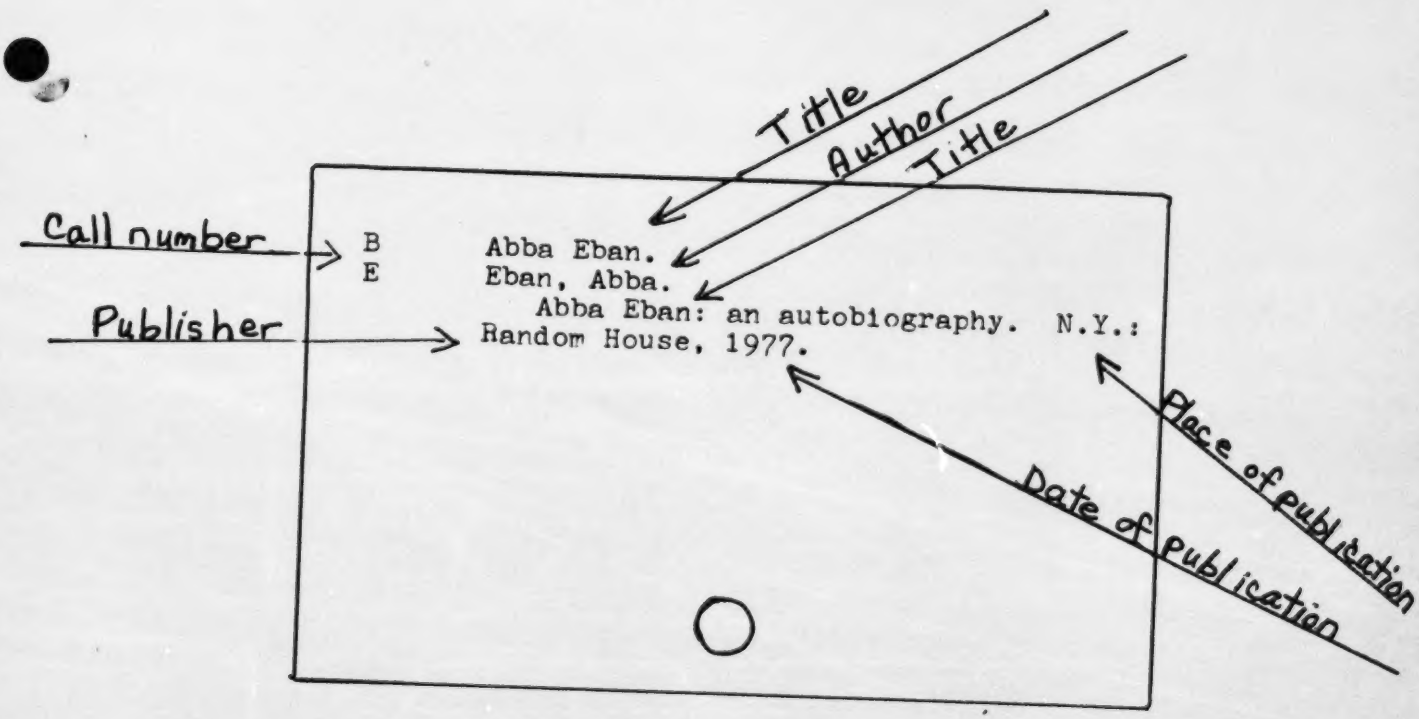
4) TITLE CARD

The biography title card is identical to the author card, with one exception. The shortened title is typed above the author's name. Thus, the title appears on the card twice. Be sure to type the title in small letters, using capital letters only where they would be normally. For biographies, this may be the only distinction made between the title card and the subject card. Remember that the title card contains the call number, title, author, title, place of publication, publisher, date of publication. Tracings are optional. See examples below.



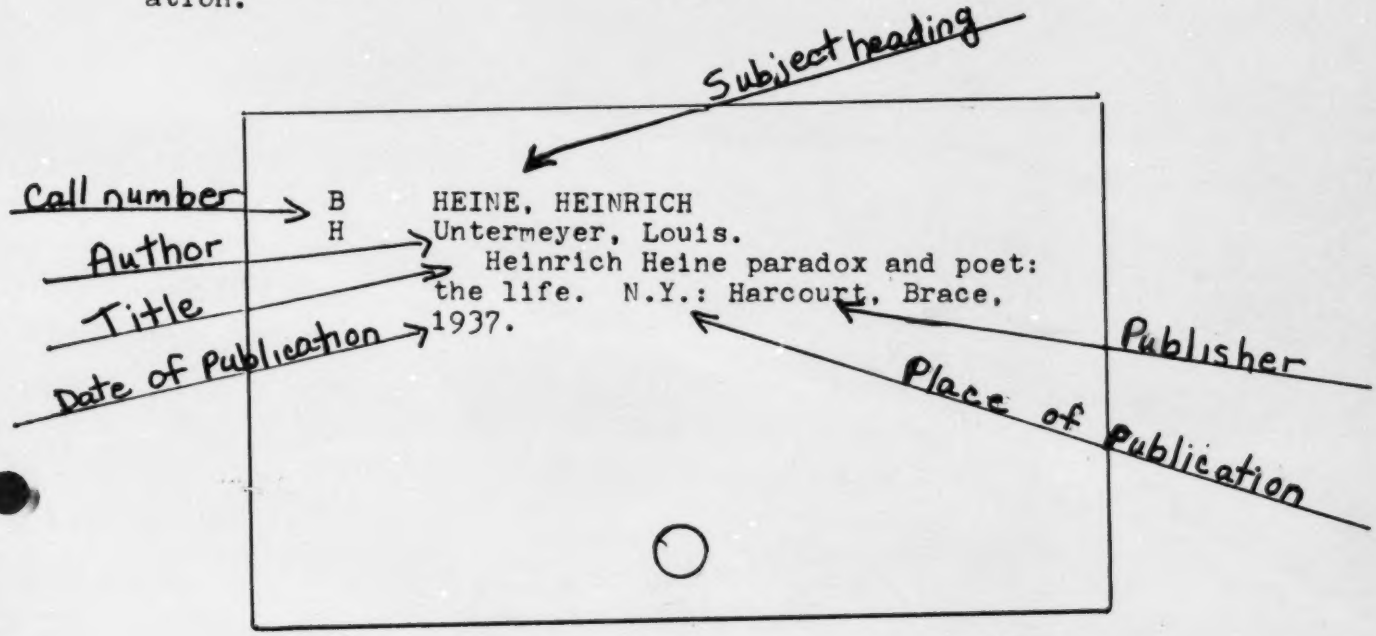


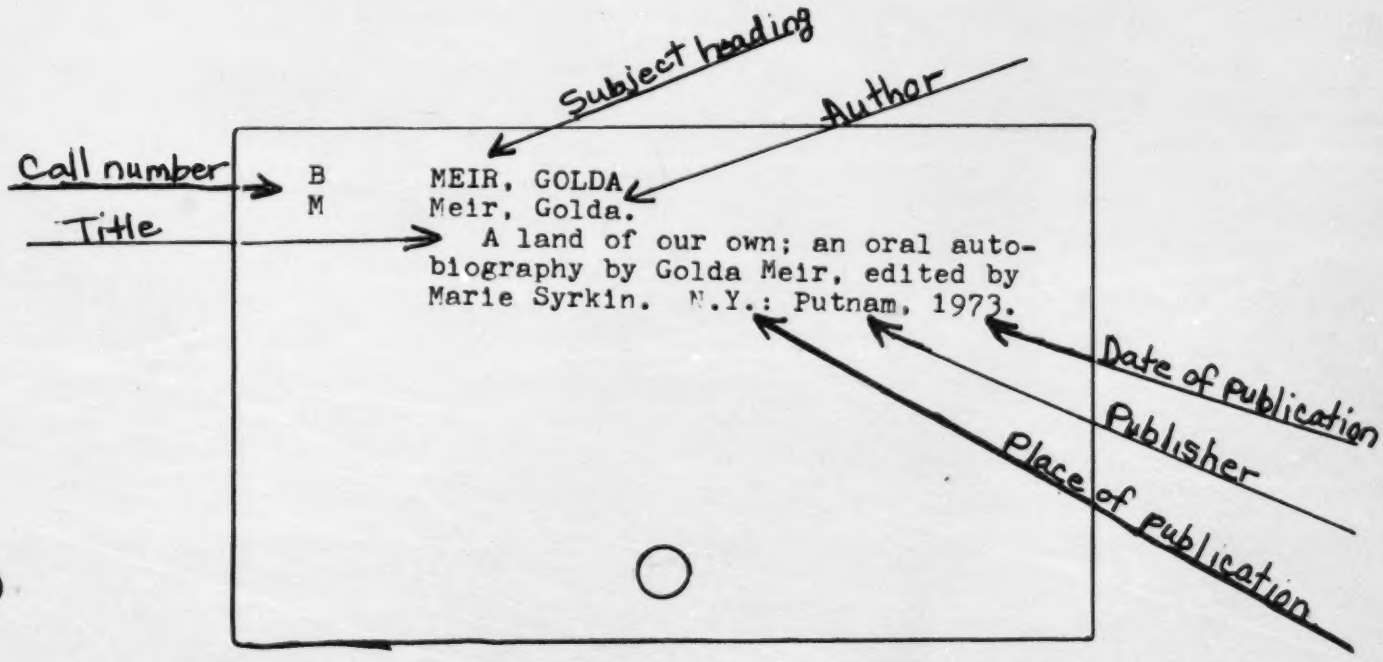

Title
Call number
B
B
Days of sorrow and pain.
Baker, Leonard.
Days of sorrow and pain: Leo Baeck and the Berlin Jews. N.Y.: Macmillan, 1978.
Author
Title
Publisher
Place of publication
Date of publication

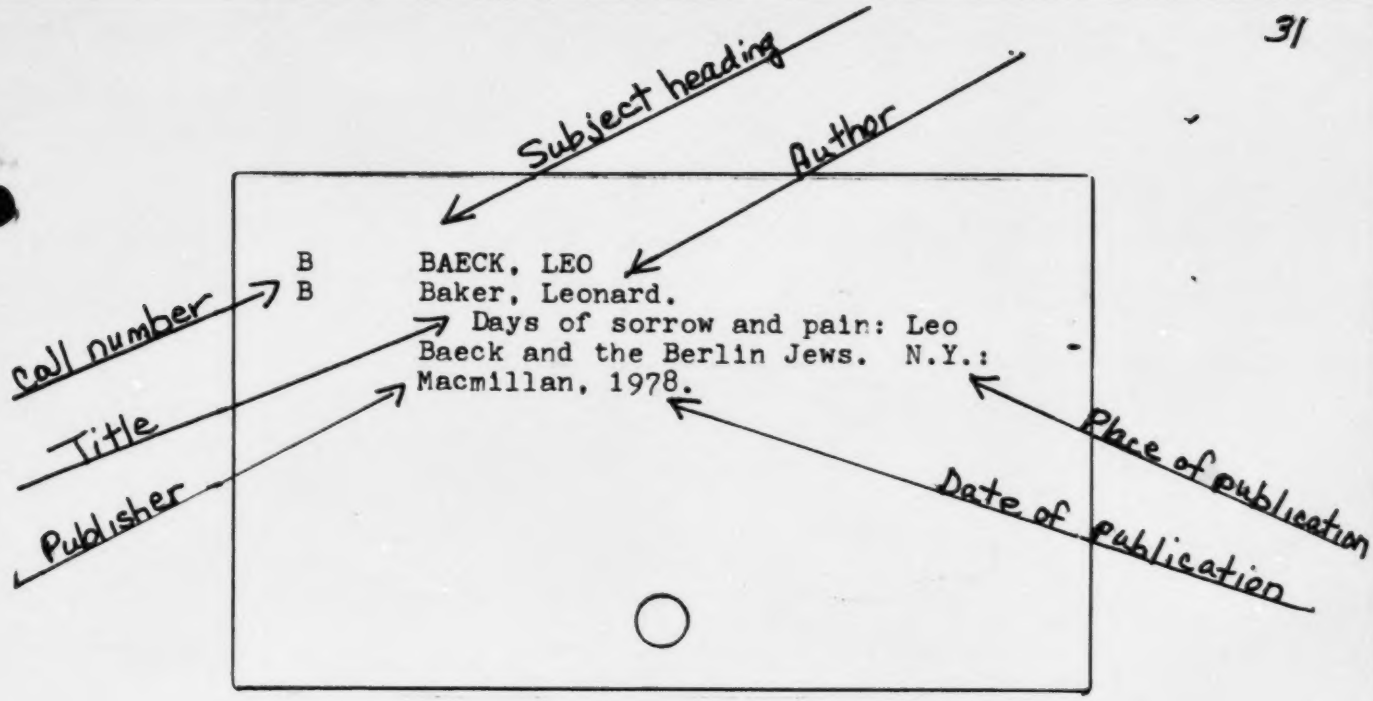

Title
Author
Title
Call number
B
E
Abba Eban.
Eban, Abba.
Abba Eban: an autobiography. N.Y.: Random House, 1977.
Publisher
Place of publication
Date of publication

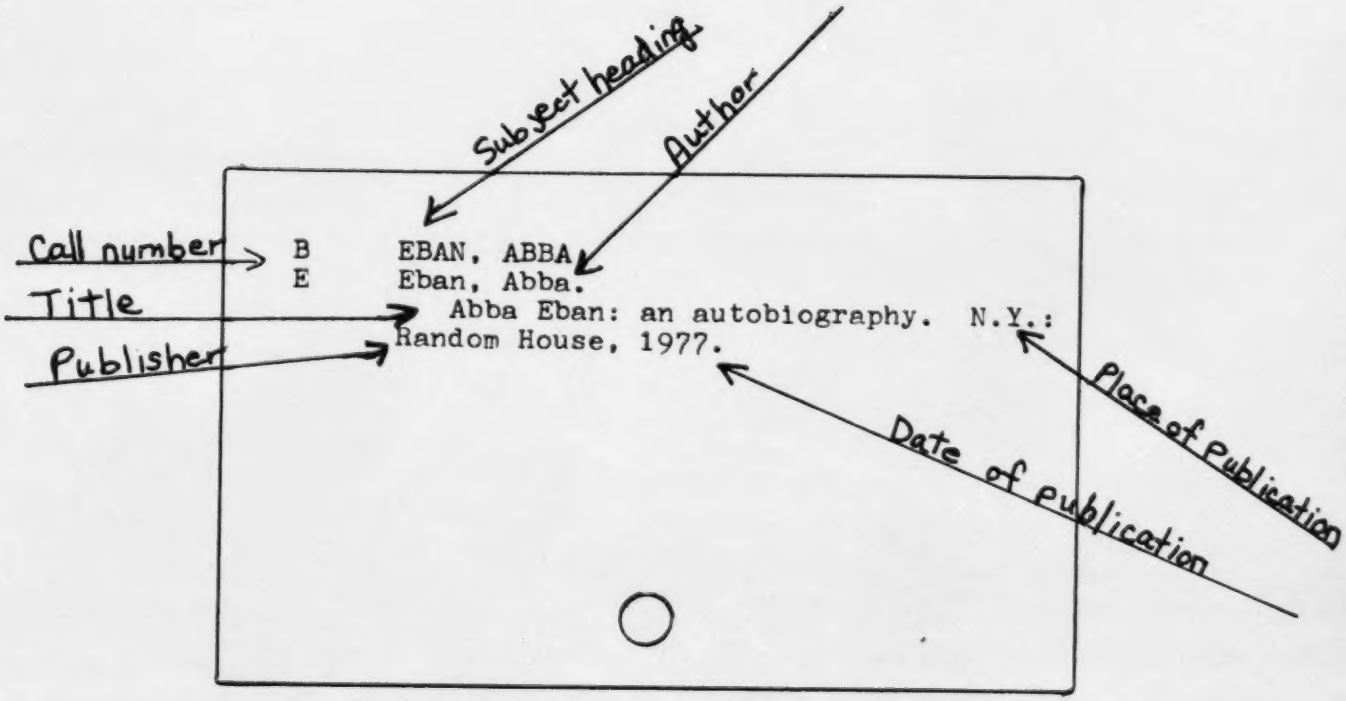
5) SUBJECT CARD(S)

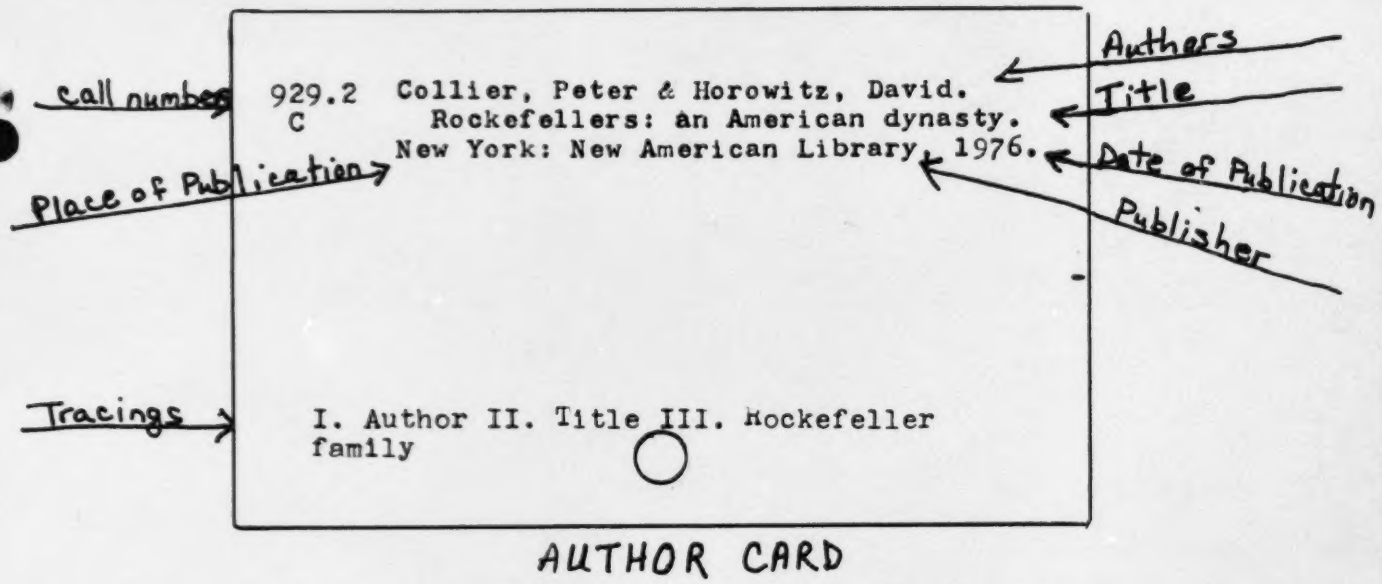
The biography subject cards are very similar to the title cards. Therefore, when typing the subject heading on the card, be sure to put it all in capital letters. This may be the only difference (appearancewise) between it and the title card. As with the regular non-fiction subject cards, the biography subject card contains the following items--call number, subject heading, author title, place of publication, publisher, date of publication. Tracings are optional. See examples for proper placement of information.



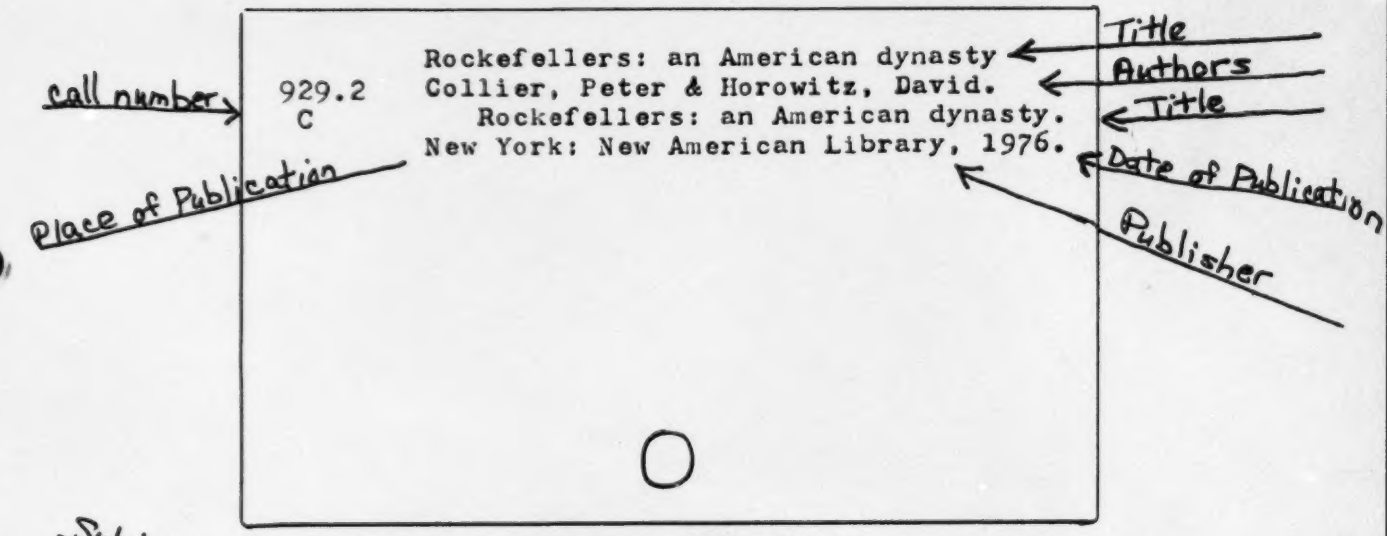



Subject heading
Author
Call number
Title
Publisher
Place of publication
Date of publication
B BAECK, LEO
B Baker, Leonard.
Days of sorrow and pain: Leo Baeck and the Berlin Jews. N.Y.: Macmillan, 1978.

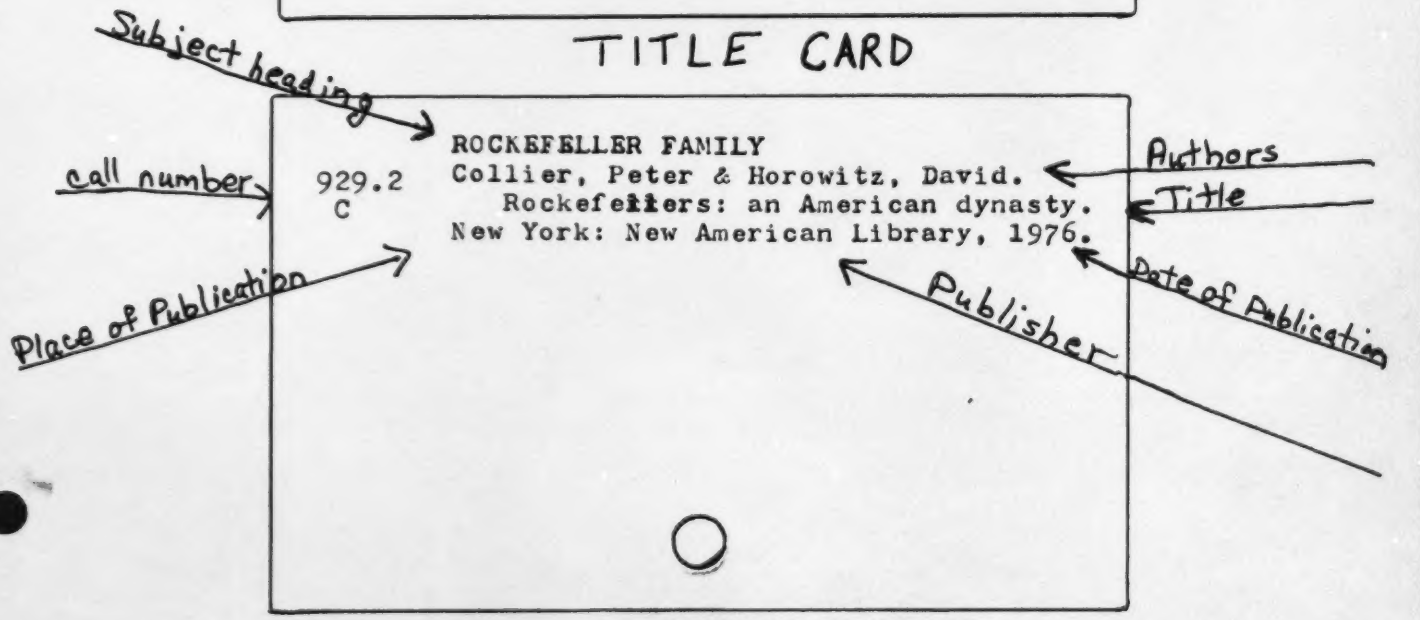

Subject heading
Author
Call number
Title
Publisher
Place of publication
Date of publication
B EBAN, ABBA
E Eban, Abba.
Abba Eban: an autobiography. N.Y.: Random House, 1977.



AUTHOR CARD



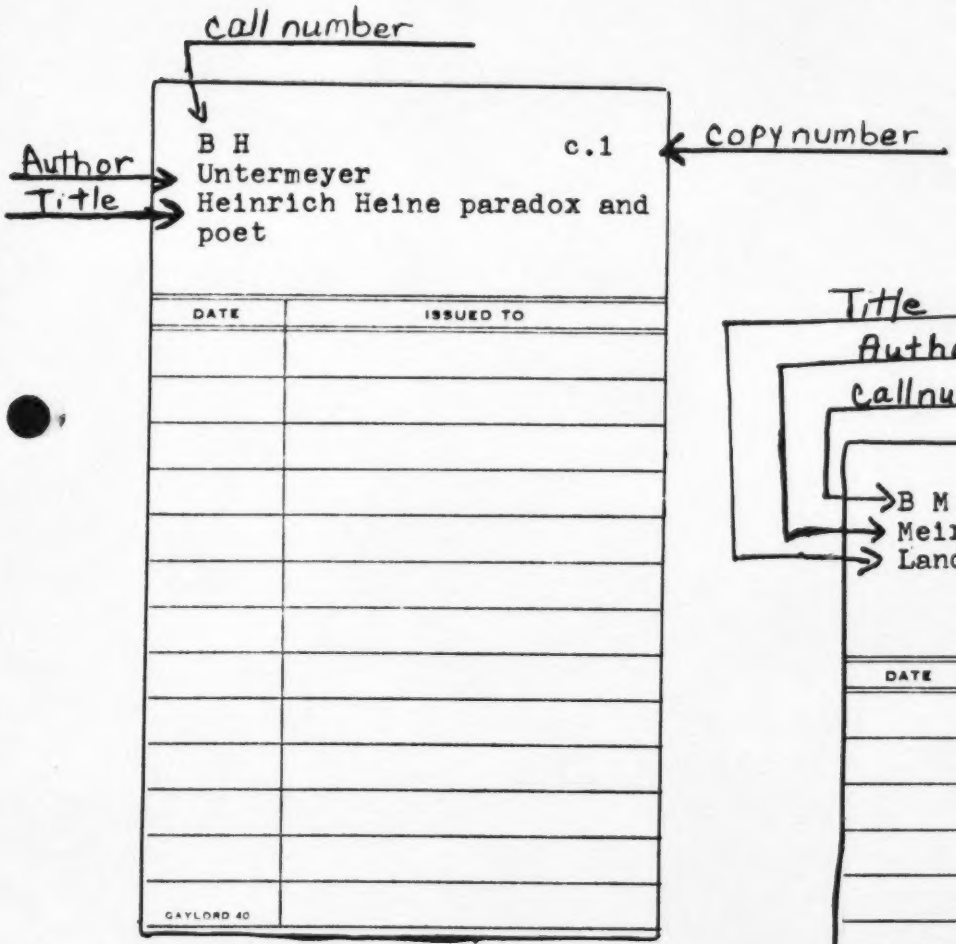
TITLE CARD

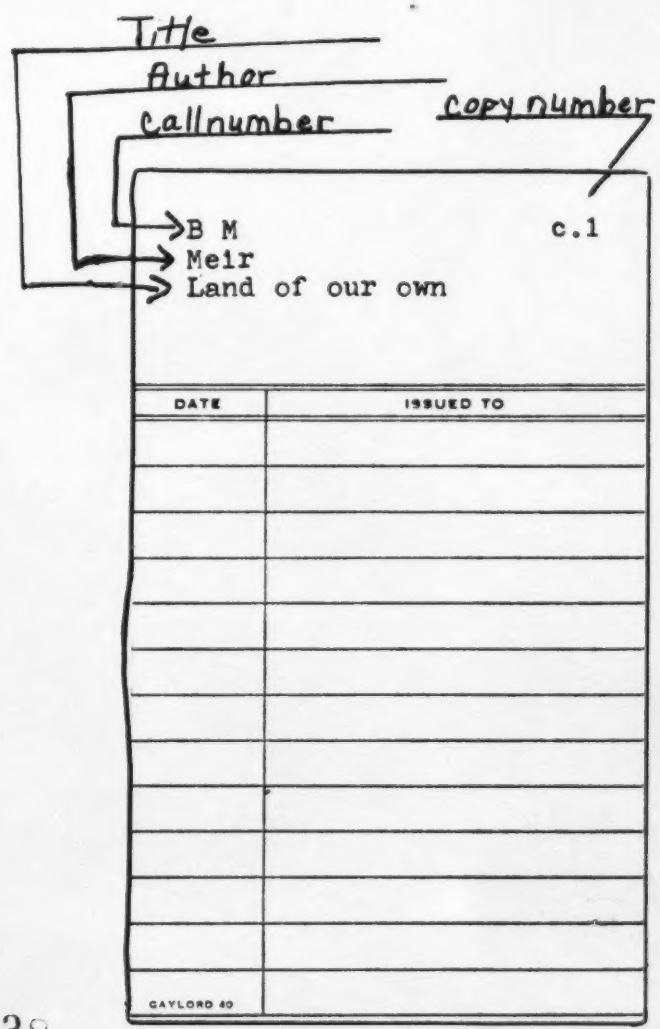


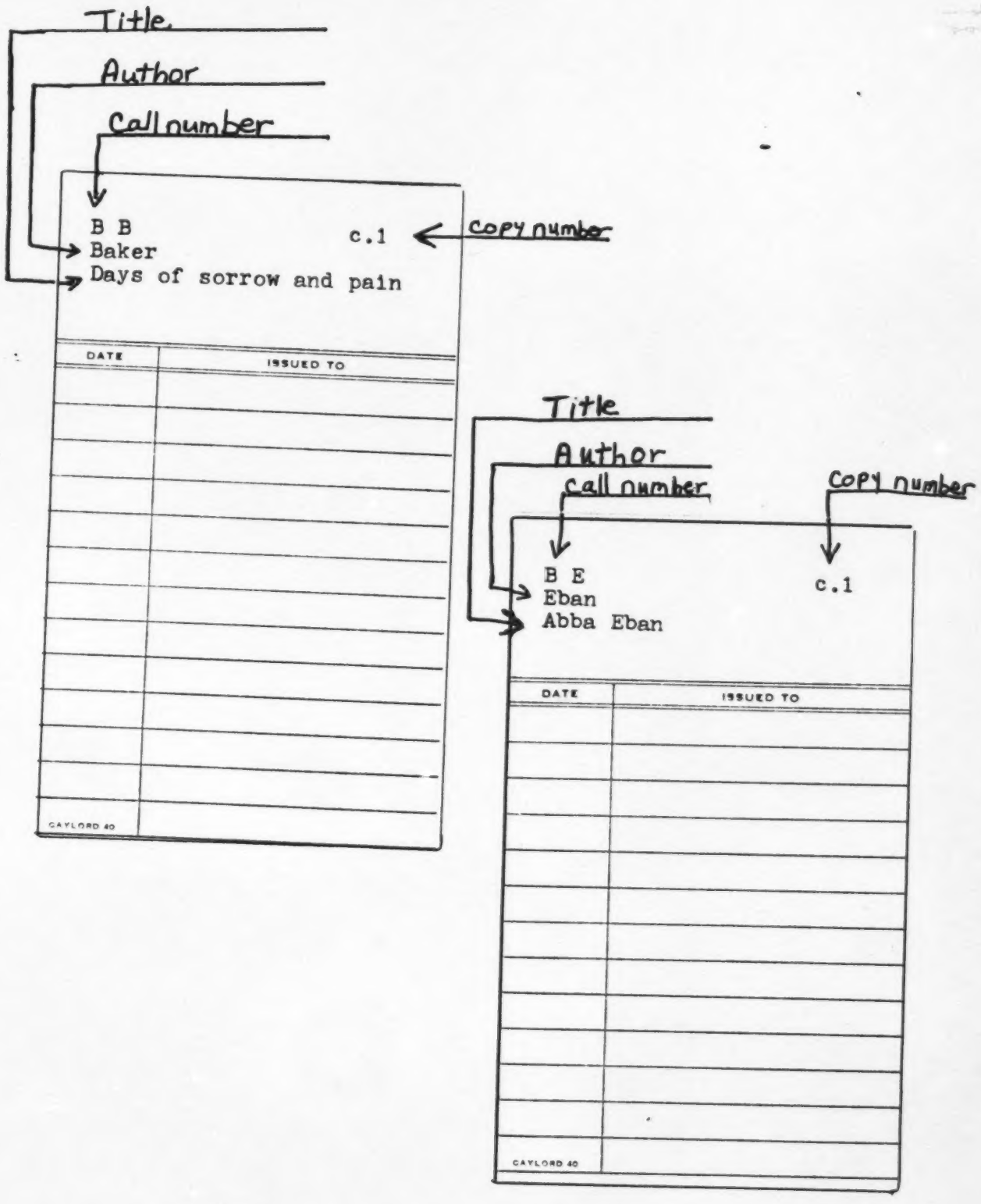
SUBJECT CARD

6) BOOK CARD

As with the non-fiction book cards, the biography book card is your only record of who has taken the book out, and when it is due back. This card contains the same information (and in the same order) as the book pocket. The call number, author's last name, title, and copy number must appear on this card. When putting the call number on the card, be sure to keep it all on one line. The call number will be the capital B, then one space, then the letter for the subject's last name. The 929 number will look like any normal non-ficiton call number. See examples below.

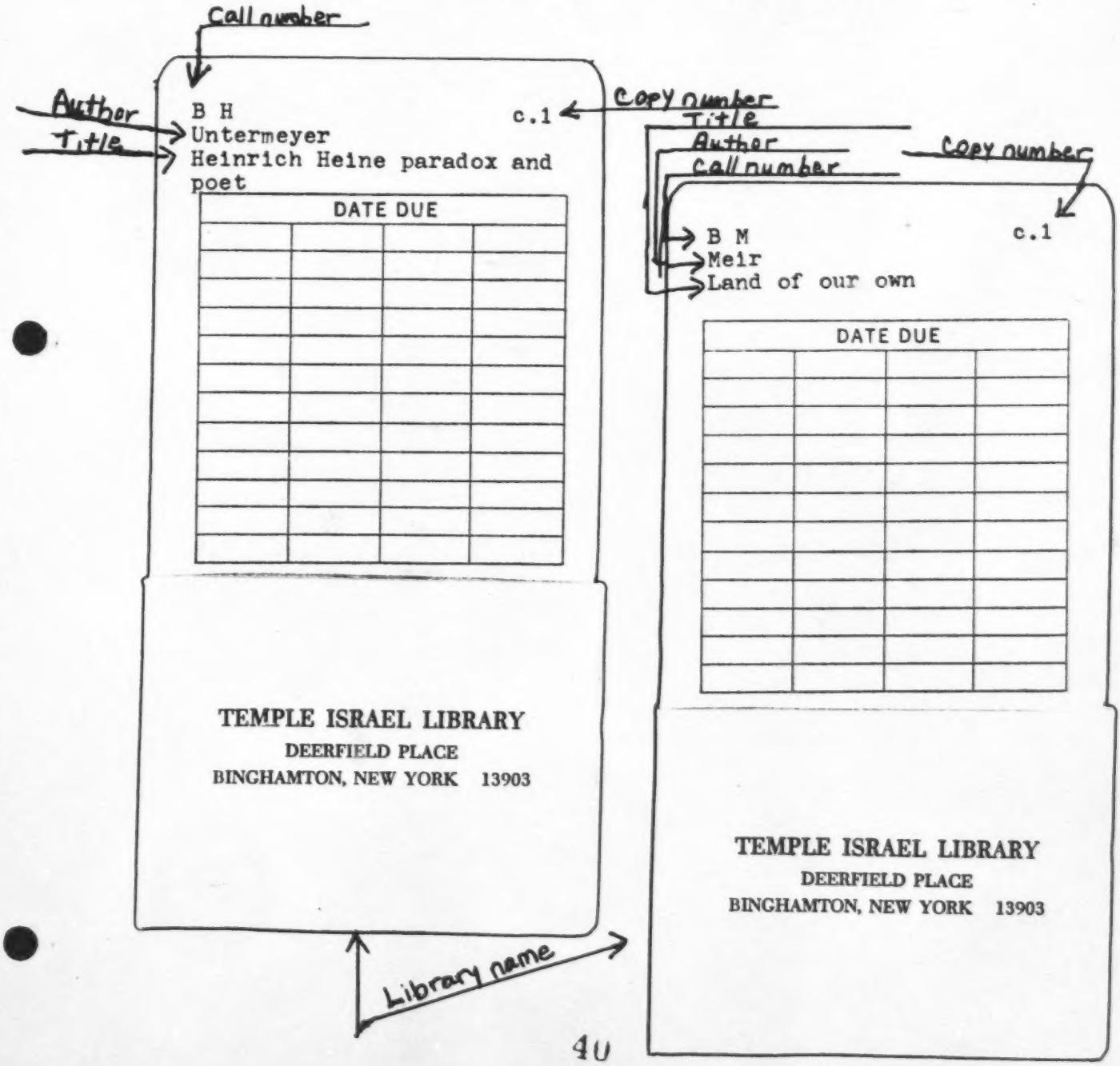


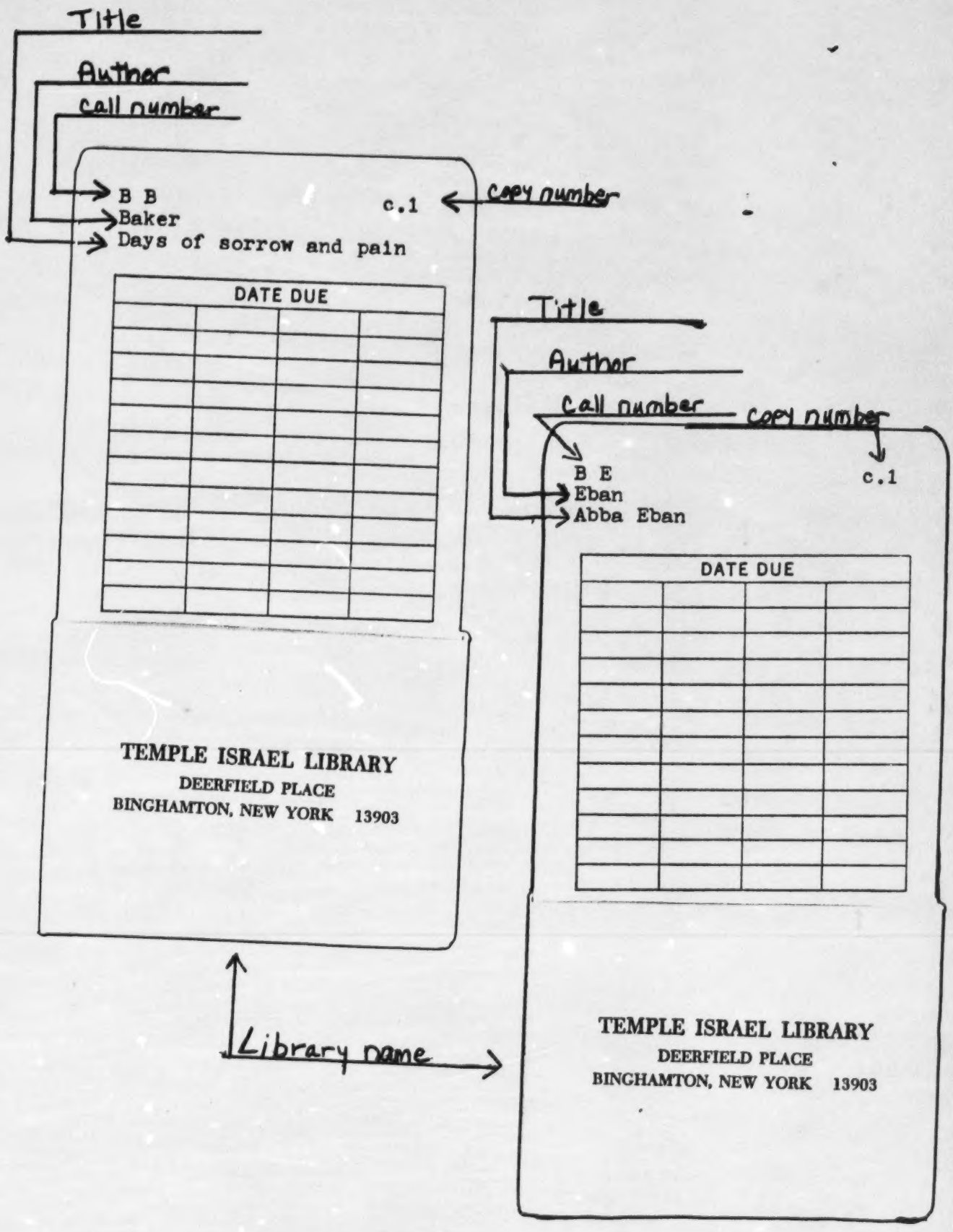



Title
Author
Call number
B B
Baker
Days of sorrow and pain
c.1
copy number
DATE
ISSUED TO
GAYLORD 40
Title
Author
call number
copy number
B E
Eban
Abba Eban
c.1
DATE
ISSUED TO
GAYLORD 40

7) BOOK POCKET

As with the non-fiction book pockets, the biography book pocket is the patron's only record of when the book is to be returned, and to which library it belongs. The pocket contains the same information (in the same order) as the book card. The call number, author's last name, title, copy number must appear on the pocket. When putting the call number on the pocket, be sure to leave a space between the B and the next letter. The call number must be all on one line. See examples below. Also, remember to put the name of the library (TEMPLE ISRAEL LIBRARY) on the pocket if it is missing.



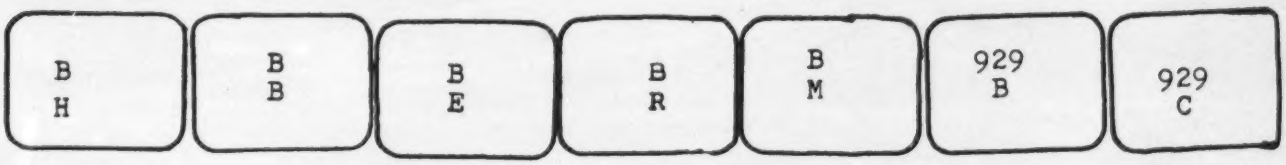

Title
Author
call number
B B
Baker
Days of sorrow and pain
c.1
copy number
DATE DUE
TEMPLE ISRAEL LIBRARY
DEERFIELD PLACE
BINGHAMTON, NEW YORK 13903
Title
Author
call number
copy number
B E
Eban
Abba Eban
c.1
DATE DUE
TEMPLE ISRAEL LIBRARY
DEERFIELD PLACE
BINGHAMTON, NEW YORK 13903
Library name

8) SPINE LABEL

The spine labels for biographies, autobiographies, and collective biographies contain only the call number information. Again, using the two line format, the top line contains only the capital B, and the second line contains the first letter of the subject's last name.

The collective biography (929) spine labels will appear very much like the regular non-fiction labels. The top line will always be 929, and the second line will always be the first letter of the author's or editor's last name.

See examples.



PUTTING IT ALL TOGETHER

The processing and shelving of biographies, autobiographies, and collective biographies is similar to that of the non-fiction books. After the information is put on each of these items, and everything is checked for uniformity and typing errors, the book pocket is pasted in the front of the book (on the first page opposite the cover) so that when the book is opened, the first thing seen is the pocket. If there is no room in the front of the book, then the pocket should be attached to the last page of the book, opposite the back cover. The pockets are attached by moistening them with a wet sponge.

Place the book card, title side up, into the book pocket. Tape the dust jacket flaps to the insides of the front and back covers. Stick the spine label on the spine of the book, at least ¼ inch above the bottom of the book. Place a piece of scotch tape around that portion of the spine to secure the label. The book is then ready to be shelved in its proper place.

All of the catalog cards (author, title, and subject cards) are to be alphabetically filed in the card catalog. Remember that the card catalog is arranged in a dictionary format, so everything is filed alphabetically according to whatever is on the top line of the card. If the first word is "a" or "the", omit it and go on to the next word when filing. Also, all hyphens, parentheses, colons, etc. that are found in the subject headings are to be ignored when filing. Any "Mc" or "Mac" names are to be filed alphabetically as though they were all "Mac".

The shelflist card is filed in the shelflist file, in the section marked non-fiction. The B cards (biographies and

autobiographies) are filed immediately after the 919.999 cards. They are arranged alphabetically by the subject's last name. The 929 (collective biography) cards are filed right behind the B cards. They are filed in numerical order like all of the other non-fiction cards. The 930's and remaining non-fiction cards are filed immediately after the 929's. Thus, the numerical sequence in the shelflist drawer will go from 919.999 to B to 929 to 930, etc.

When shelving the biographies, remember to shelve them exactly the way the shelflist cards are arranged. That is, immediately after the 919's and immediately before the 930's. Remember that the B books go before the 929 books (as the B is taking the place of 920 - 920.9), and that the shelflist is the map of the shelves.

REFERENCE

Reference titles are those items that do not circulate. They usually consist of encyclopedias, dictionaries, bibles, almanacs, indexes, rare books, local history, etc. which are used for research purposes. Often they are the oversized, more expensive books which would not (or could not) be replaced if lost or damaged.

Each reference title must contain:

1) call number
2) shelflist card
3) author card
4) title card
5) subject card
6) book plate
7) spine label

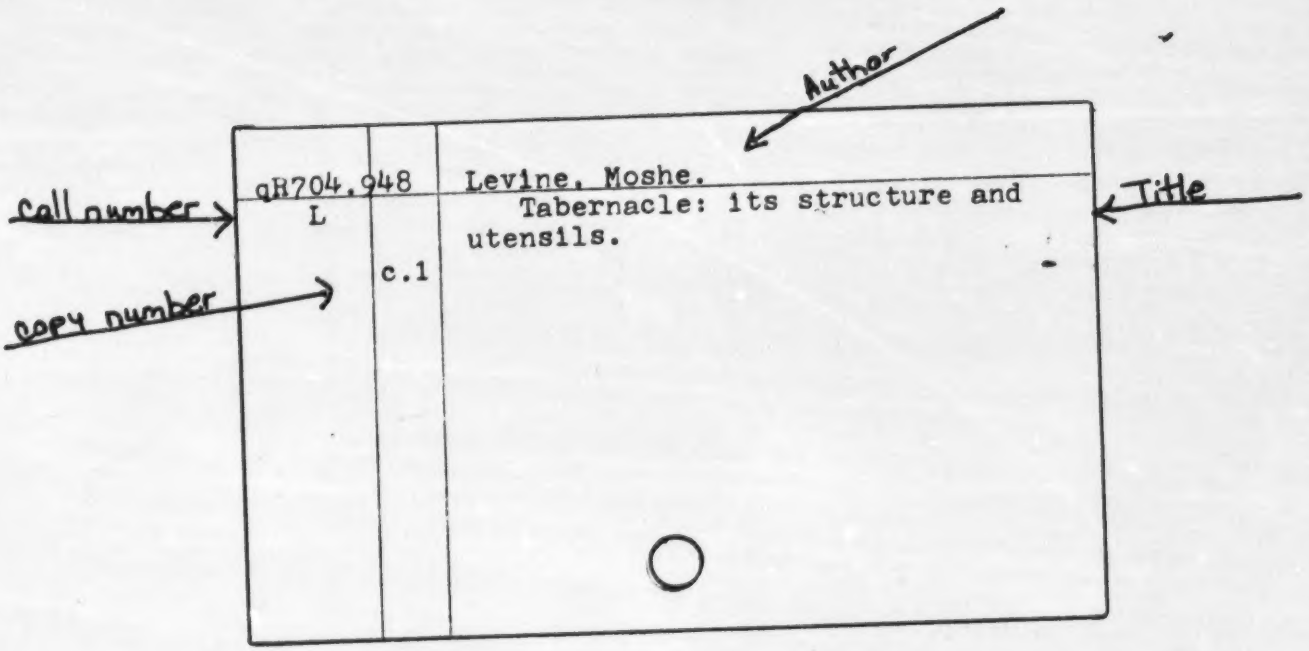
1) CALL NUMBER (CATALOG NUMBER)

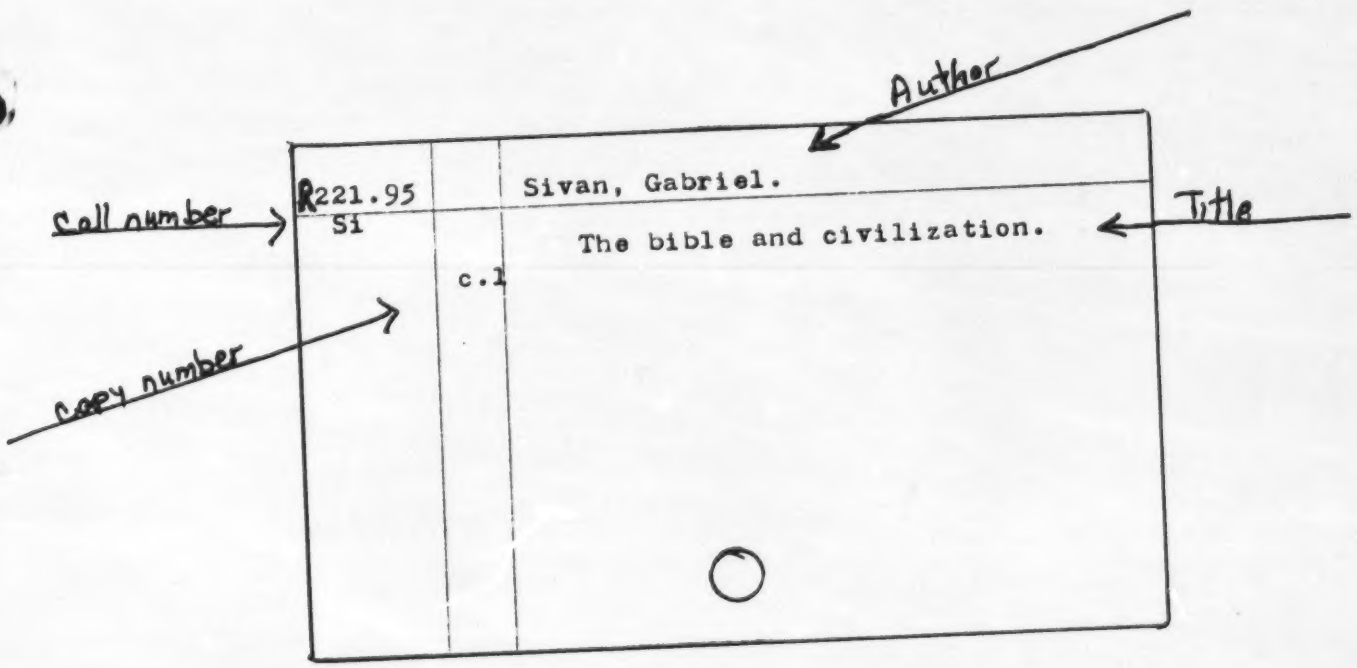
Cataloging reference material is no different than cataloging non-fiction circulating material. To differentiate between a reference title and a circulating non-fiction title, a capital R is placed in front of the numerical part of the catalog number. Thus, a reference copy of the bible would be R221 B, and a circulating copy of the bible would be 221 B.

Most reference books are larger (oversized). Therefore, a small q (for quarto or oversize) is placed in front of the R on larger books. An oversized circulating copy of the bible would be q221 B, and the oversized reference copy of the bible would be qR221 B. For complete cataloging instructions, refer back to the cataloging portions of the non-fiction and biography sections of this manual.

2) SHELFLIST CARD

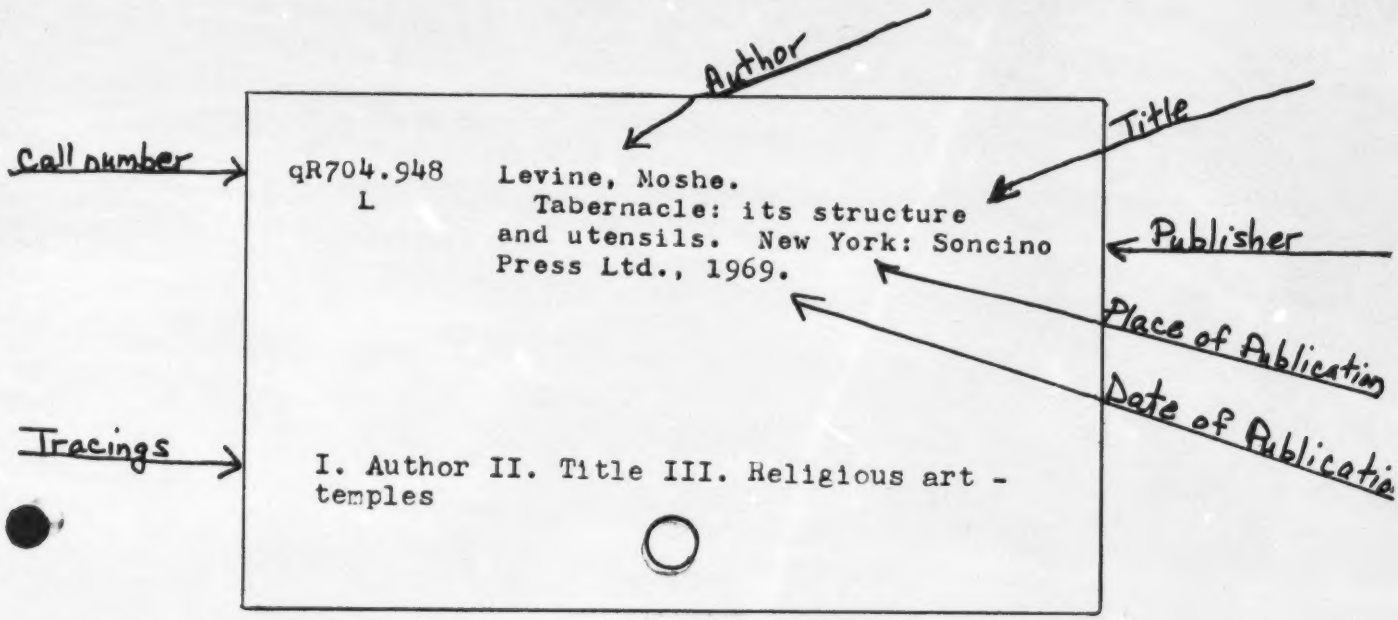
The reference shelflist card is no different in format from the regular circulating non-fiction shelflist card. Occasionally a reference book will consist of several volumes, in which case the number of volumes should also appear on the card, at the end of the publishing information. Remember to place the capital R in front of the call number, to designate it as a reference title. See examples for proper placement of the call number, copy number, author, title, and volume number.

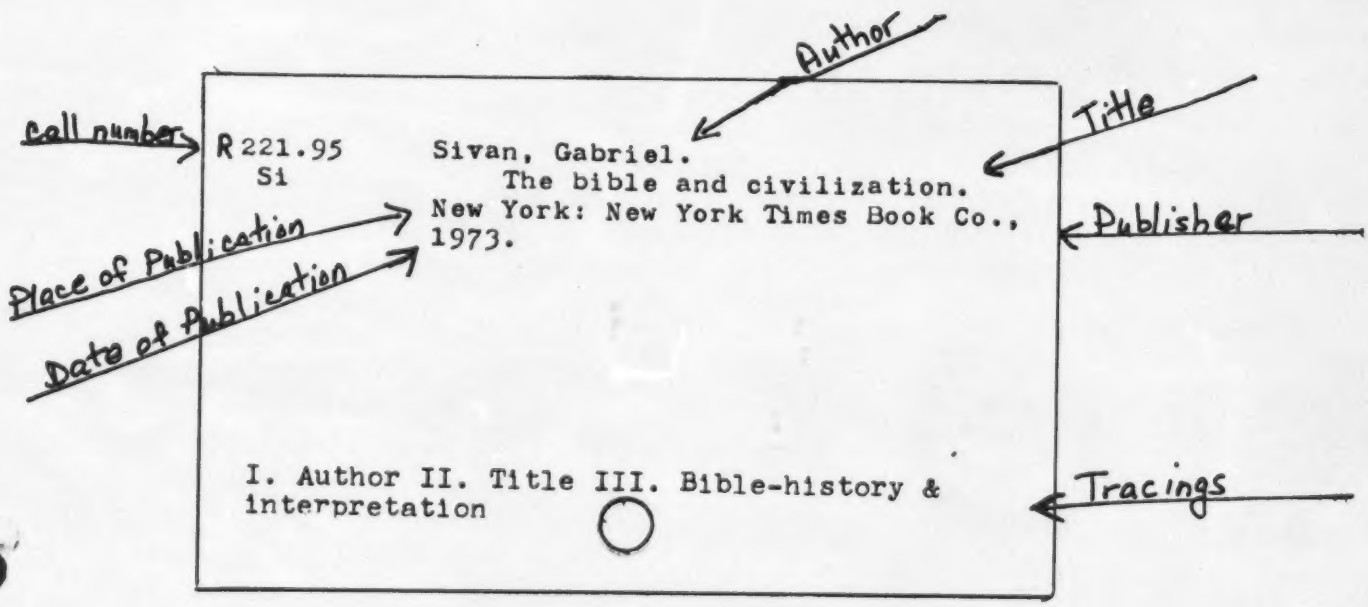

Author
call number
copy number
Title
qR704.948
L
c.1
Levine, Moshe.
Tabernacle: its structure and utensils.


Author
call number
copy number
Title
R221.95
Si
c.1
Sivan, Gabriel.
The bible and civilization.

3) AUTHOR CARD

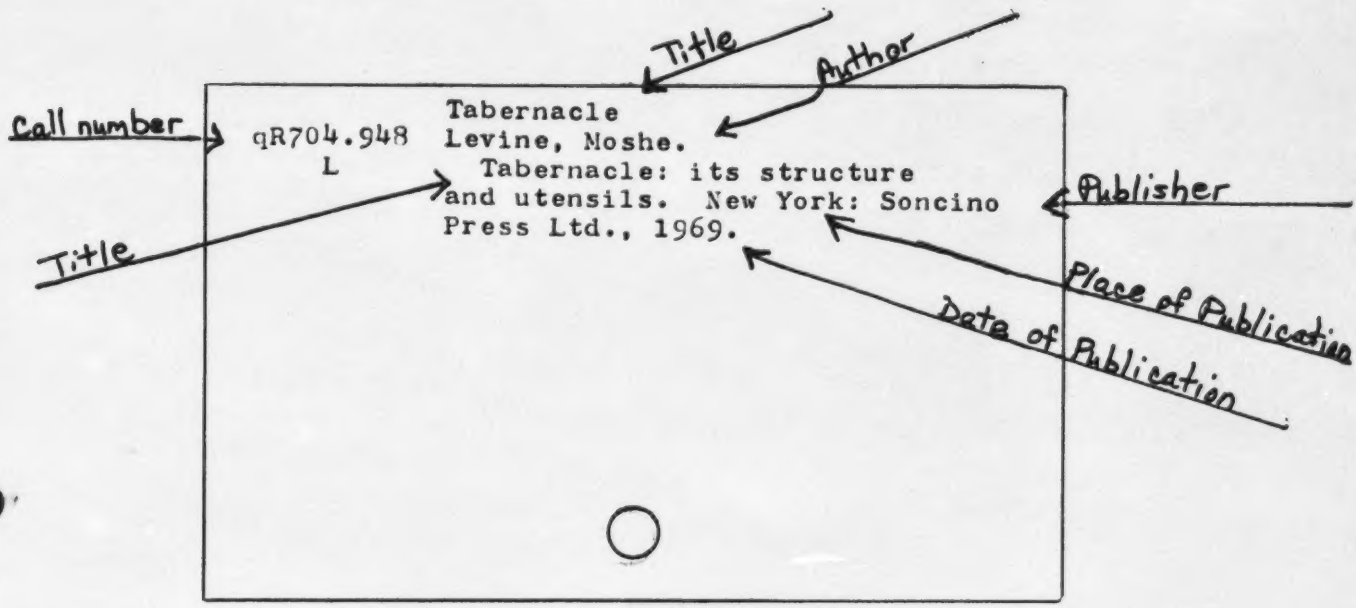
The reference author card is the main entry card, and will have tracings at the bottom of it. The author card contains the call number, author, title, place of publication, publisher, date of publication and tracings. (The author card is omitted when the book contains no author, editor, or compiler.) See examples below for proper placement of information.

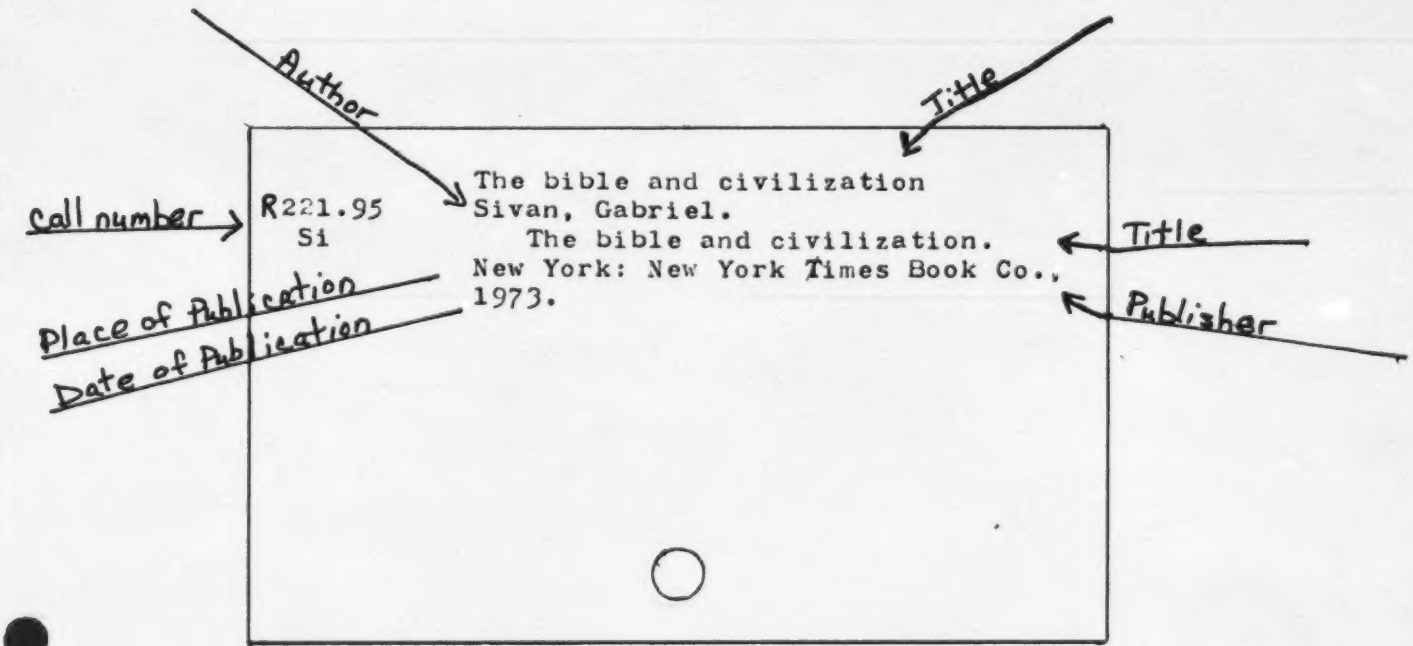




4) TITLE CARD

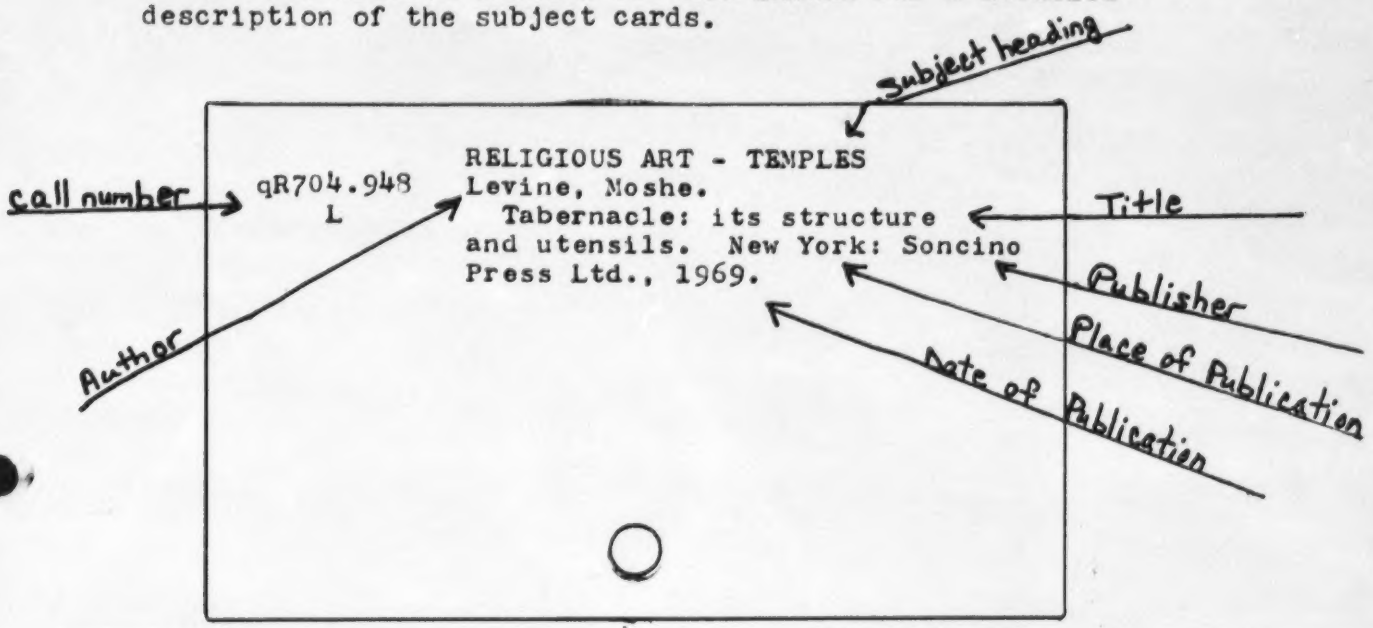
The reference title card is identical to the author card except that the title is typed above the author's name. The title card contains the call number, title, author, title, place of publication, publisher, and date of publication. If for some reason there is no author card, then the title card becomes the main entry card and must include the tracings. When there is an author card, the tracings may be omitted from the title card. See examples below.

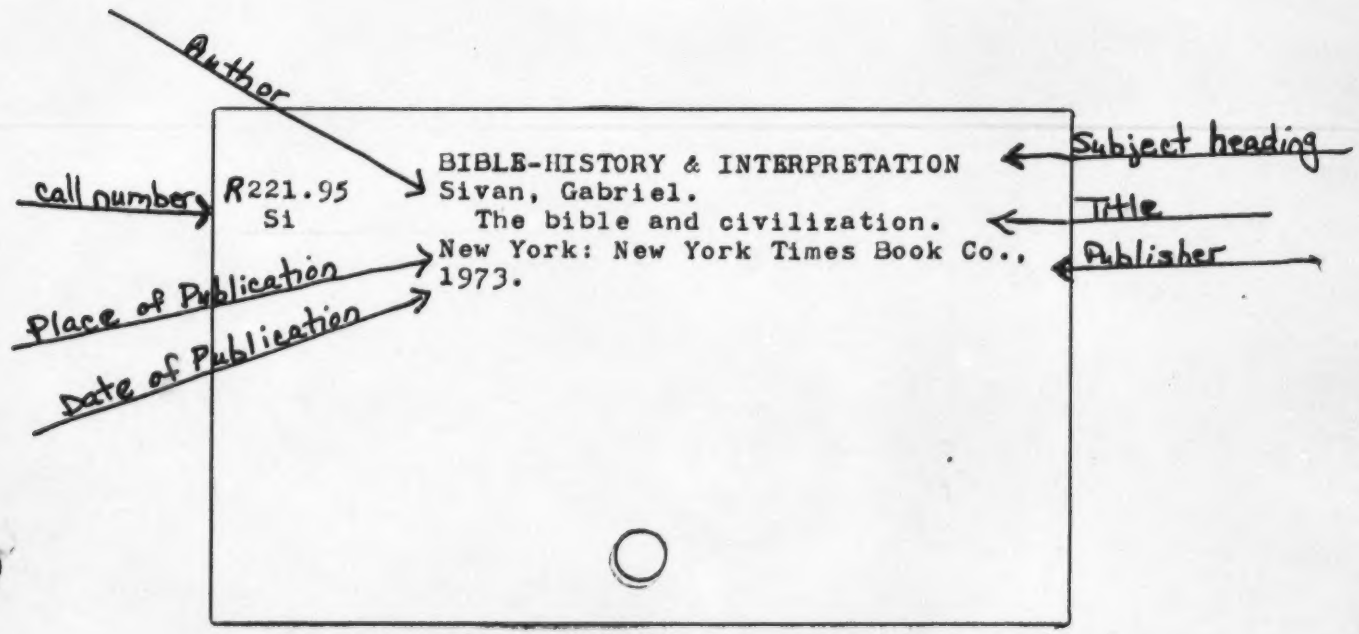




5) SUBJECT CARD(S)

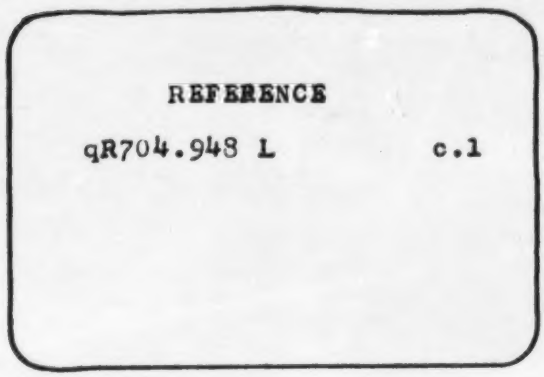
The reference subject card is identical to the author card except that the subject heading is typed above the author's name. In the case of no author, the subject heading is typed above the title. Reference titles usually have more than one subject card. Remember to type the subject headings in all capital letters. See examples below for proper placement of the call number, subject heading, author, title, place of publication, publisher, and date of publication. Refer back to the non-fiction section of this manual for a detailed description of the subject cards.

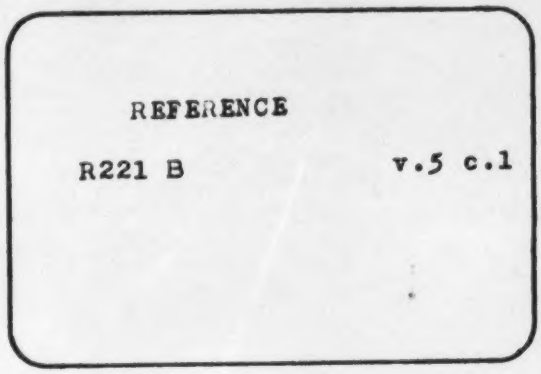


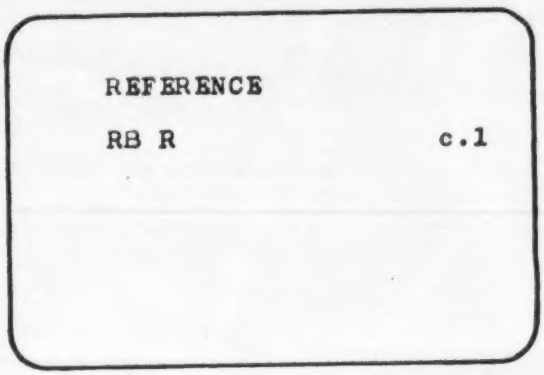


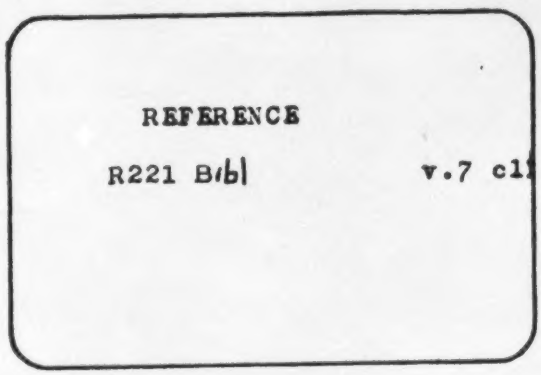
6) BOOK PLATE

Since reference books do not leave the library, it is not necessary for them to have book cards or book pockets. Instead, a book plate containing the call number, volume number (if part of a series) and copy number is used. Be sure the word REFERENCE is typed or stamped clearly on the book plate. Also, if the library name is not stamped on the book, it should be included on or near the book plate. This plate is taking the place of the pocket and therefore should be placed on the page opposite the front cover (where the book pocket normally would be placed). See examples below.



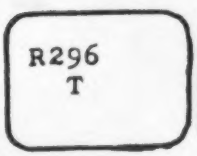


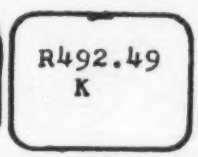


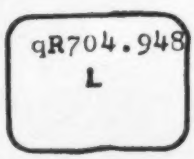


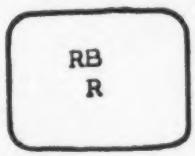
7) SPINE LABELS

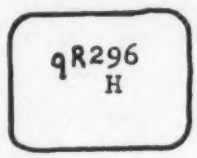
The spine labels on reference books are no different in format from any of the other spine labels. The two line format is used. The top line contains the R and number; the second line contains the initial(s) of the author's last name. Occasionally the second line might be Bibl for bible, Ency for encyclopedia, Who's for Who's Who books, and Un or Unit for U.S. government publications. These abbreviations are used when no author is evident. See examples.











PUTTING IT ALL TOGETHER

The processing and shelving of reference material is similar to that of the circulating books. After the information is put on each item, and everything is checked for uniformity and typing errors, the book plate is fastened in the front of the book (on the first page opposite the cover) so that it is the first thing seen when the book is opened. If there is no room in the front of the book, then the plate should be attached to the last page opposite the back cover. The book plate is self-sticking.

Tape the dust jacket flaps to the insides of the front and back covers. Stamp the library name someplace on the inside front cover or on the book plate. Stick the spine label on the spine of the book, at least ¼ inch above the bottom of the book. Place a piece of scotch tape around that portion of the spine to secure the label. The book is then ready to be shelved in the reference area of the library.

All of the catalog cards (Author, title, subject) are to be filed alphabetically in the card catalog. Remember that the card catalog is arranged in a dictionary format, so everything is filed alphabetically according to whatever is on the top line of the card. If the first word is "a" or "the", omit it and go on to the next word when filing. Also remember to ignore all hyphens, parentheses, and other forms of punctuation found in the subject headings when filing.

The shelflist card is filed according to the catalog number, in the reference section of the shelflist file. This section will come either before or after the rest of the shelflist.

Similarly, the reference books are filed by catalog numbers in a separate section of the library. Reference material should be kept separate from the circulating material, but still in an accessible area of the library. Only the catalog cards (author, title, subject) are interfiled in the regular catalog with the circulating material.